

**GUIDEFORM GENERAL INFORMATION NOTICE  
RESIDENTIAL TENANT NOT DISPLACED**

*Owner's Letterhead Here*

(date)

Dear \_\_\_\_\_ (tenant name):

\_\_\_\_\_ (property owner) is interested in rehabilitating the building which you occupy or developing housing through new construction on the land you currently occupy at \_\_\_\_\_ (address). The proposed project may receive funding assistance from Alabama Housing Finance Authority under the HOME program.

The purpose of this notice is to inform you that you will not be displaced in connection with the proposed project.

If the project application is approved and federal financial assistance is provided, you may be required to move temporarily so that the rehabilitation/new construction can be completed. If you must move temporarily, suitable housing will be made available to you and you will be reimbursed for all reasonable out of pocket expenses, including moving costs and any increase in housing costs. You will need to continue to pay your rent and comply with all other lease terms and conditions.

Upon completion of the rehabilitation/new construction, you will be able to lease and occupy your present residence or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions.\*

If federal financial assistance is provided for the proposed project, you will be protected by federal law know as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal if you feel that your application for assistance was not properly considered.

**(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)**

We urge you not to move at this time. If you choose to move, you will not be provided relocation assistance.

Please remember:

- **This is not a notice to vacate the premises.**
- **This is not a notice of relocation eligibility.**

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact:

(Name) \_\_\_\_\_ (Title) \_\_\_\_\_

(Address) \_\_\_\_\_, (Phone) \_\_\_\_\_

Sincerely,

(Name) \_\_\_\_\_

(Title) \_\_\_\_\_

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NOTES

1. The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See Paragraph 2-3 I of Handbook 1378.
2. This guideform. It should be revised to reflect the circumstances.

*\*Based on the applicable HUD program regulations, if “reasonable terms and conditions,” are defined, one of the following statements or other language may also be required in this Notice:*

- a) *Under HOME at 24 CFR 92.353c(2)C(1): “Your new lease will be for a term of not less than one year. Monthly rent will remain the same or, if increased, your new monthly rent and estimated average utility costs will not exceed: 1) If you are low income, the total tenant payment as defined by HUD (under 24 CFR 5.628), or 2) 30% of the monthly gross household income, if you are not low income”.*
- b) *Under CDBG at 24 CFR 570.606(b)(2)(D)(1): “ Your monthly rent will remain the same or, if increased, your new rent and estimated average utility cost will not exceed 30% of the household’s average monthly gross income.”*
- c) *Under Section 221 Mortgage Insurance Programs under 24 CFR 221.795(i): “Your monthly rent and estimated average utility costs will not exceed the amount approved by HUD.”*