90 Day Notice To Move

*Grantee or Agency issuing this notice should use their own Letterhead.*

*Modify highlighted parts to fit the situation.*

*(date)*

RE: Notice to move in 90 days, by *[required move date]*

Dear [name of tenant]:

On *(date)*, the *(City, County, State, Public Housing Authority (PHA), other)*, notified you of proposed plans to rehabilitate the property you currently occupy at *(address)* for a project which could receive funding assistance from the City of Houston, Housing and Community Development Department (HCDD. City Council approved the project and federal funding for it.

We determined that the project will displace you. Use of federal funds for this project makes you eligible for relocation assistance and payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).

**Estimated replacement housing payment: $\_\_\_\_\_**

You may qualify for a maximum replacement housing payment of approximately $\_\_\_\_\_ (42 months x $\_\_\_\_) or (60 months x $\_\_\_\_). Your eligibility depends on (1) the information you provided about your income; (2) rent and utilities you now pay; (3) if Section 104(d) applies, (4) if you rent the dwelling identified above as the most comparable to your current home or rent another dwelling of equal cost.

Replacement housing payments do not adjust to reflect future rent increases or changes to income. The above calculation represents your maximum possible assistance. If your new home’s actual monthly rent and utilities cost less than the comparable dwelling, your replacement housing assistance will reflect that actual lower cost. We can only base replacement payments on a dwelling that meets federal standards to qualify as a comparable replacement home. We issue replacement housing payments in installments. You will receive [#\_] installments.

**The Ownership Alternative**

Should you choose to purchase (rather than rent) a decent, safe and sanitary replacement home, you may qualify for down-payment assistance equal to your maximum replacement housing payment, $\_\_\_\_\_\_\_\*. Section 104(d) assistance for down-payment only allows recipients to purchase an interest in a housing cooperative or mutual housing association. If Section 104(d) applies, we estimate your assistance at $\_\_\_\_\_\_. Let us know if you might wish to purchase a replacement home and we will help you locate such housing. Please note that we must inspect all replacement housing, in order to ensure that it meets decent, safe and sanitary standards, before we can issue any replacement housing payments.

If you disagree with your designation as a displaced person, the estimated amount of relocation assistance, or the comparability of the representative replacement dwelling you may file an administrative appeal to HCDD. We will provide contact information for the appeal to HCDD. For low-income persons and those unable to prepare a written appeal, or who require assistance in preparing an appeal, we shall provide such assistance and/or refer you to an appropriate third party who will provide such assistance at no cost to you.

In order to help you protect your rights and benefits in the relocation process, we will reasonably accommodate persons with disabilities and provide language assistance for persons with limited English

proficiency. Please tell our representative if you need auxiliary aides, written translation, oral interpretation, or other assistance in order to fully participate in the relocation process.

If you have any questions about this letter or your eligibility for relocation assistance and payments, please contact relocation coordinator, *[name] , [title], at [phone] , [address]* before you make any moving plans. He/she will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which the law may entitle you.

**(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance under the Uniform Relocation Action, 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. Persons eligible for assistance under Section 104(d) are not required to certify their lawful presence in the United States as a condition of assistance under 104(d).)**

If you have any questions about this letter or your eligibility for relocation assistance and payments, please contact relocation counselor, *[name] , [title], at [phone] , [address]* before you make any moving plans. He/she will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which the law may entitle you.

Sincerely,

*(Name and title)*

**Tenant Affidavit:** I acknowledge and understand the contents of this letter.

Signature of Tenant Unit Number Date Signed