|  |  |
| --- | --- |
| Project Title:       | Parcel No.:       |
| Displaced Person(s):       | Displacee No.:       |

**Required Notices and General File**

|  |  |  |  |
| --- | --- | --- | --- |
| Occupancy Survey………………………………. .. |       | Moving Expense Agreement………………... |       |
| Eligibility Report………………………………….. |       | Vacate Inspection…………………………… |       |
| Lawfully Present in the US Certification………….. |       | Vacate Date…………………………………. |       |
| General Notice of Relocation Rights……………… |       | W-9 Obtained...……………………………... |       |
| Notice of Eligibility……………………………….. |       | Date Completed……………………………... |       |
| 90 Day Assurance (expiration date)……………….. |       | Final Diary………………………………….. |       |

**Rent Supplement**

|  |  |  |  |
| --- | --- | --- | --- |
| Rent Supplement Report  |       | Actual Rent Calculation  |       |
| Housing Comparison Worksheet  |       | Rental Agreement / Receipt  |       |
| Correlation & Conclusions  |       | D.S.S. Inspection Report w/photo  |       |
| Photographs & Map  |       |  |  |
| Income Verification form (as needed)  |       |  |  |
| Living Expense Verification (as needed) . |       |  |  |
| Market Rent  |       |  |  |

**Down Payment Allowance**

|  |  |  |  |
| --- | --- | --- | --- |
| Purchase & Sale Agreement…………………………... |       | Preliminary Closing Instructions (HUD)………….. |       |
| Payment Instructions …………………......................... |       | Certified Copy Final Closing Statement (HUD)….. |       |

**Price Differential**

|  |  |  |  |
| --- | --- | --- | --- |
| Price Differential Report  |       | D.S.S. Inspection Report w/photos  |       |
| Housing Comparison Worksheet  |       | Moving Expense Agreement  |       |
| Correlation & Conclusions  |       | Preliminary Closing Statement (HUD)  |       |
| Photographs & Map  |       | Incidental Expenses  |       |
| Last Resort Housing Plan (discussion), if needed  |       | Increased Interest Cost  |       |
| Actual Price Calculation  |       | Payment Instructions  |       |
| Purchase & Sale Agreement  |       | Certified Copy of Final (HUD)  |       |

**Relocation Payments**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Claim (1)  | $      | (2)  | $      | (3)  | $      | (4)  | $      |
| Claim (5)  | $      | (6)  | $      | (7)  | $      | (8)  | $      |
|  |  |  |  |  |  |  |  |
| Date Assigned |       | Date Completed |       |
| Specialist Assigned |       | Vacate Inspection |       | Date Vacated |       |
| Notice of Rescission Letter |       | Final Claim Letter |       |