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

**Required Notices and General File**

|  |  |  |  |
| --- | --- | --- | --- |
| Occupancy Survey…………………………………….. |       | Monetary Entitlement Letter (as needed)……………. |       |
| Eligibility Report………………………………………. |       | Moving Expense Agreement………………………… |       |
| Lawfully Present in the United States Certification …... |       | Vacate Inspection……………………………………. |       |
| General Notice of Relocation Rights………………….. |       | Vacate Date………………………………………….. |       |
| Financial Information Reviewed………………………. |       | W-9 Obtained...……………………………………… |  |
| Notice of Eligibility…………………………………… |       | Date Completed……………………………………… |       |
| 90 Day Assurance (expiration date)…………………… |  | Final Diary…………………………………………… |  |

**Moving Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| Inventory (written and photo)  |       | Request for Proposal/Moving Specification  |       |
| Moving Estimates (specialist)………………………... |       | Moving Bids (professional)………………………... |       |
| Moving Expense Agreement..………………………... |       | Vacate Inspection (form and pictures) …………...... |       |

**Reestablishment & Related Moving Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| Reestablishment Expenses Application  |       | Site Search Expenses…………………………….. |       |
|  2.  |       | Substitute Personal Property (SPP)  |       |
|  3.  |       | Actual Direct Loss of Tangibles (DLT)  |       |
|  4.  |       | Obsolete Items…………………………………… |       |
|  5.  |       | Storage…………………………………………… |       |
|  6.  |       | Professional Planning Expenses…………………. |       |
|  7.  |       | Other Expenses…………………………………... |       |
| Copy of Displacement Lease.  |       | Other Expenses…………………………………... |       |
| Copy of Replacement Lease.  |       | Other Expenses  |       |

**Fixed Moving Payment (In Lieu)**

|  |  |  |  |
| --- | --- | --- | --- |
| Income Verification  |       | Application for Fixed Payment  |       |
| Fixed Payment Worksheet Approved by Agency  |       | Financial Documentation Destroyed by Agency  |       |

**Relocation Payments**

Claim (1) $      Claim (2) $      Claim (3) $      Claim (4) $

Claim (5) $      Claim (6) $      Claim (7) $      Claim (8) $

Claim (9) $      Claim (10) $      Claim (11) $      Claim (12) $

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Assigned: |       | Specialist Assigned: |       | Date Completed: |       |
| Date Vacated: |       | Final Claim Letter: |       | IRIS Entries Completed: |       |
| Notice of Rescission: |       | Final Claim Date |       |  |  |