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

**Required Notices and General File**

 Diary Diary

|  |  |  |  |
| --- | --- | --- | --- |
| Occupancy Survey………………………… |       |[ ]  Moving Expense Agreement………………... |       |[ ]
| Title VI Survey Presented (tenant only)……… |       |[ ]  Vacate Inspection w/photos…..……………… |       |[ ]
| Lawfully Present in the US Certification…… |       |[ ]  Vacate Date…………………………………. |       |[ ]
| General Notice of Relocation Rights……… |       |[ ]  IRIS Completed……………………………... |       | ☐ |
| Notice of Eligibility………………………… |       |[ ]  Date Completed……………………………... |       |[ ]
| 90 Day Assurance (expiration date)………… |       |[ ]  Final Diary………………………………….. |       |  |

**Moving Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| Room count w/photos…………………………... |       [ ]  | Other……………………………………………….. |       |

**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) . |       | DV………………………………………………… |       |

**Down Payment Assistance**

|  |  |  |  |
| --- | --- | --- | --- |
| Purchase & Sale Agreement…………………………... |       | Payment Instructions………………………………. |       |
| D.S.S. Inspection Report w/photo …………………... |       | Certified Copy Final Closing Statement…………... |       |

**Price Differential**

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

**Relocation Payments**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Claim #** | **Description** | **Approved Date** | **Paid Date** | **Amount Paid** | **JN #** | **Docs/IRIS** |
|  |  |  |  |  |  |[ ]
|  |  |  |  |  |  |[ ]
|  |  |  |  |  |  |[ ]
|  |  |  |  |  |  |[ ]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Specialist Assigned: |       | Date Assigned: |       | Notice of Recission Date: |  |
| Final Claim Letter: |       | Final Claim Date: |       |  |  |