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

**Required Notices and General File**

Diary

|  |  |  |
| --- | --- | --- |
| Occupancy Survey |  |  |
| Title VI Survey Presented (tenant only)………….. |  |  |
| General Notice of Relocation Rights Letter |  |  |
| Notice of Eligibility Letter |  |  |
| 90 Day Assurance (expiration date) |  |  |
| Notice of Monetary Entitlement Letter (as needed) |  |  |
| Lawfully Present in the United States Certification |  |  |
| Move Expense Agreement |  |  |
| Vacate Inspection (form & pictures)……………………………………………….. |  |  |
| Vacate Date…………………………………………………………………………. |  |  |
| IRIS Completed…………………………………………………………………….. |  |  |
| Date Completed…………………………………………………………………….. |  |  |
| Final Diary |  |  |

**Moving Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| Inventory (written) |  | Request for Proposal/Moving Specifications |  |
| Photographs of Inventory |  | Moving Bids (professional) |  |
| Personalty vs. Realty Report |  | Moving Estimate (specialist) |  |

**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: |  |  |  | |