|  |  |
| --- | --- |
| 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: |       |  |  |