Business Checklist

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

Required Notices and General File

Occupancy Survey ..... _____

Eligibility Report ..... _____

General Notice of Relocation Rights ..... _____

Financial Information Reviewed ..... _____

Notice of Eligibility Letter ..... _____

90 Day Assurance ..... _____

Monetary Entitlement Letter ..... _____

W-9 Obtained. ..... _____

Final Diary ..... _____

Moving

Inventory (written and photo) ..... _____

Request for Proposal/Moving Specification ..... _____

Moving Bids (professional) ..... _____

Moving Estimates (specialist) ..... _____

Moving Expense Agreement ..... _____

Vacate Inspection ..... _____

Reestablishment & Related Moving Expenses

Reestablishment Expenses Application ..... _____

2. ..... _____

3. ..... _____

4. ..... _____

5. ..... _____

6. ..... _____

7. ..... _____

8. ..... _____

9. ..... _____

Loss of Tangible Personal Property ..... _____

Substitute Personal Property ..... _____

Storage ..... _____

Call Forwarding ..... _____

Replacement of Stationary ..... _____

Move Supervision Expenses ..... _____

Professional Planning Expenses ..... _____

Search Expenses ..... _____

Other Expenses ..... _____

Fixed Moving Payment

Income Verification ..... _____

Application ..... _____

Relocation Payments

Claim (1)	$ _____	(2)	$ _____	(3)	$ _____	(4)	$ _____
Claim (5)	$ _____	(6)	$ _____	(7)	$ _____	(8)	$ _____
Claim (9)	$ _____	(10)	$ _____	(11)	$ _____	(12)	$ _____

Date Assigned: _____ Specialist Assigned: _____ Date Completed: _____

Date Vacated: _____ Final Claim Letter: _____ _____

Notice of Rescission: _____