

SAMPLE RAMP

RIGHTS-OF-WAY PROPERTY ACQUISITION AND MANAGEMENT

The City of Stamford has entered into an Intergovernmental Agreement with the Urban Redevelopment Commission (URC) to administer all rights-of-way acquisition, and the relocation assistance process related to this project under applicable local, state and federal law including the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (49 CFR Part 24). The Project Manager will provide oversight of these activities. Additional assurance, monitoring and corrective action will be provided in accordance with 49 CFR 24.4.

The geographical limits of the project are from Elm Street to Atlantic Street including 500' on all approaches to intersections within the project limits. The section of the facility located between Elm Street and Canal Street will be reconstructed, whereas the facility between Canal Street and Atlantic Street will require new construction of a transitway. The construction of the transitway will require property acquisition including full and partial takings and permanent easements. The portion of the project located on the eastern end will affect land occupied by the rail yard facility and owned by the Connecticut Department of Transportation. Since state-owned land cannot be acquired through condemnation, any land acquisition and/or easement of this land must be made with the State cooperation and in accordance with State procedures. Initiation of this process requires that the State is provided a plan of affected State-owned land along with and a written request of the desired acquisition.

The acquisition process for non-State owned land will consist of the following components:

- Title search of the affected properties
- Preparation of rights-of-way survey maps
- Appraisal process
- Negotiation with the affected property owners
- Condemnation process (as required)
- Acquisition/Closing processes
- Appeal process (as required)

ACQUISITION REQUIREMENTS

Utilizing field surveys, land-use maps, public and private development plans and the assessor's maps of the impacted area, the analysis of land acquisition and displacement impacts have been determined during the engineering design of the project. The real property to be acquired has been identified on a parcel-by-parcel basis. Durations and limits of temporary easements will also be so defined.

Right of way survey plans for the acquisition of permanent or temporary rights-of-way, and partial acquisition of land will be prepared by the design consultant during the final design phase of the project.

In accordance with Federal and State guidelines, the City will make an offer based on the fair market value and pay just compensation for all the parcels in private ownership that need to be acquired.

On property currently owned by ConnDOT, the acquisition of publicly owned land will occur through a taking, or a negotiated agreement between the City and the affected public agency. The City prefers to acquire property rights through a negotiated agreement with mutually acceptable terms, and avoid future litigation. If both parties cannot resolve the terms of an agreement through a negotiated settlement, the City will complete the acquisition as a taking by eminent domain to further advance the project towards completion.

ORGANIZATIONAL STRUCTURE

Attachment A indicates the project organizational structure for real estate acquisition and relocation.

ACQUISITION SCHEDULE

The URC has prepared a detailed master schedule of all real estate activities for review and approval by the City. Each task was scheduled and will be tracked by the URC. The schedule will be updated on a monthly basis. Time comparisons of baseline and current activities will be provided by the URC. Description of last month's progress by task activity, next month's planned progress and discussion of all critical items of concern will be provided to the City. The City has initially identified fourteen (14) parcels considered to be the most sensitive; the URC prepared a schedule of activities for these and the remaining properties. .

A copy of this schedule is included as Attachment B. Schedule revisions will be made as required.

REAL ESTATE ACQUISITION COST ESTIMATES

The URC will update the real estate acquisition cost estimate for the project. The current estimate for real estate takings was based on an analysis founded on the comparison of full value assessments as determined in the 2001 Grand List, to actual property sales in Stamford obtained from October 2001 to April 2002.

The Appraiser will be updating the estimate after completion of the appraisal for the first fourteen properties and will update as more appraisals are completed.

APPRAISAL PROCEDURES

The URC has hired an Appraiser to complete appraisals of the properties. The project design consultants will finalize the identification of properties and prepare rights-of-way acquisition property maps after final design approval is received. The plans will include title information, and a description for each parcel to be taken. Taking lines will be referenced to a controlled baseline. Slope limits or grading limits will also be shown in accordance with the format utilized by ConnDOT.

Documentation for each property must be maintained and copies provided to the City. The Appraiser will invite the property owner to accompany him or her during the inspection of the property. Appraisals must be prepared with established standards for appraising, including a certificate of appraiser. The Appraiser will complete one written property appraisal for each parcel of property and will submit the report to the Review Appraiser. The report will include details of environmental remediation findings and remediation costs associated with each property if and when necessary, based on the design and/or environmental consultant reports. The Review Appraiser will be contracted and the firm will not be affiliated with the Appraiser.

Any deficiencies found in the initial appraisal report as reported by the Reviewing Appraiser shall be returned to the Appraiser for correction. The Review Appraiser will be required to sign a certification setting forth the amount of the appraisal of fair market value and the recommendation for just compensation for the property to be acquired and, if applicable, damages to the remainder. All copies of appraisals, review appraisals, including certification and reports shall be filed with the City.

If the information presented by the owner(s), or a material change in the character or condition of the property indicates the need for new appraisal information, or if a significant delay has occurred since the time of the appraisal(s) of the property, the URC will have the appraisal(s) updated or obtain a new appraisal(s) upon approval of the City Project Manager. If the latest appraisal information indicates that a change in the compensation offer is warranted, the City Project Manager will reestablish just compensation for the property based on the recommendations made in the appraisal update and the URC will provide the written offer to the owner.

COST TO CURE PROCESS

Upon completion of appraisals, the URC may identify potential excess properties, which may be offered as a cost to cure in lieu of just compensation for an adjoining parcel to the Project Manager for approval prior to negotiating a final settlement agreement with property owners.

OFFER LETTER AND PROPERTY ACQUISITION PROCEDURE

The City Project Manager will establish a value as just compensation for each of the properties to be acquired in advance of initiating the negotiation process with the property owners. The amount shall not be less than that of the approved appraisal of the fair market value of the property, taking into account the value of allowable damages or benefits to any of the remaining property. The URC will attempt to acquire a signed disclaimer from the owner of a particular parcel for all rights to tenant-owned improvements. If the property is to be acquired by donation, the URC shall document notification to the owner their right to receive just compensation for the applicable property. Upon receipt of a written notice from the City Project Manager, authorizing commencement of negotiations, the URC will complete the following activities.

- Make all reasonable efforts to personally contact each property owner or the designated representative.

- Explain the acquisition and make all information on the project available, including most current design details.

- Present in person, when possible, the written offer and summary statement of just compensation based on the approved appraised value.

- Give the property owner a reasonable amount of time to consider the offer. If requested, the owner may view the appraisal. The City Charter requires a period of sixty (60) days.

- Maintain adequate records of each negotiation session on an individual parcel basis. The record shall be written in permanent form and be completed within a reasonable time after each contact with the property owner or designated representative. The information recorded for each contact should include, but is not limited to, the date and place of contact, parties of interest contacted, offers made, reasons settlement could not be reached, counter offers, and any other pertinent data. This report should be signed and

dated by the negotiator and kept in the property file as maintained by the URC and the City.

Sign the Certificate of Agent statement upon completion of negotiations.

Assemble the above records (paper and electronic) into file form to be provided to the City Project Manager.

TITLE, CLOSING AND ESCROW SERVICES

The URC will locate and hire a firm to perform title search on the properties to be acquired through the City's purchasing process. The firm will prepare a title report based on title search of available local land records. Title reports shall show the chain of title in accordance with accepted Connecticut practice. Title insurance shall be obtained in the amount of the value of the parcel being acquired.

The URC will perform all closings and related activities including, but not limited to, escrow services satisfaction of liens, calculation of final settlement figures and preparation of all closing documents.

The URC shall prepare all releases, deeds and other documents related to title insurance requirements. The URC will submit all original-closing documents to the Town Clerk's office for recording. A copy of all closing documents will be provided to the Project Manager for filing with Project Documents.

CLOSING PROCEDURES—SETTLEMENT AGREEMENT

In accordance with the City Charter, the following requirements/procedures will be followed prior to negotiating with property owner/s:

The City Charter Section C1-50-3 requires the City to obtain approval of the Mayor, the Planning Board, the Board of Finance and the Board of Representatives prior to acquiring real property by purchase.

Section 33-5 of the Code provides, in part, that a City agency may not purchase real property in connection with a roadway improvement project until after a public hearing held within thirty (30) days after submission and approval of design plans for the project by the agency.

Section 33-6 of the Code imposes another requirement: "Notice of the time, place and purpose of such hearing shall be published at least ten (10) days before the date thereof" in a Stamford newspaper.

Section 33-7 of the Code requires notice be mailed via certified mail, return receipt requested, to the property owner/s "at such owner's address as shown on the last completed Grand List of the City of Stamford or at any later address of which" the City has knowledge.

Upon agreement with the property owner(s) deed(s) will be exchanged (if there are no title or other similar issues to be resolved), or a certificate of taking with the negotiated amount will be filed at the Stamford Courthouse. To the extent possible the negotiated agreement will address availability of funds, payment of settlement costs, timing of payments, partial mortgage releases, reimbursement of incidental expenses and pre-payment penalties, and other specific assistance to the property owner as required under the Uniform Act.

CONDEMNATION PROCEEDINGS ---NON-SETTLEMENT

If an agreement cannot be reached through normal negotiations, the URC will notify the City Project Manager. The City will provide written approval to the URC to initiate condemnation proceedings. The properties will be condemned through the City Charter mandated condemnation process.

City Charter Section C1-50-1 requires in part the City must obtain the approval of the Mayor, the Board of Finance, and the Board of Representatives.

City Charter section C1-50-2 provides, in part, the owner/s of the property to be condemned shall be notified in writing by certified mail, return receipt requested, not less than sixty (60) days prior to condemnation proceedings.

The City will notify the owner/s of filing a certificate of taking with the amount of just compensation at the City Courthouse

INCIDENTAL EXPENSES

Any expense incidental to transfer of title to the City will be in accordance with 49 CFR 24.106.

PROPERTY ACQUISITION PAYMENT PROCEDURES

Upon reaching successful negotiations with the property owner, the URC will provide all appropriate documentation necessary for the City and the property owner or designated representative to sign and complete payment.

Upon request to proceed to condemnation, the City shall issue a check to the URC made payable to the Clerk of the Superior Court in the amount of the established just compensation.

PROPERTY ACQUISITION RECORDS REQUIREMENTS

The URC shall provide two copies of all forms, records and materials in bound folders. The original documents will be submitted to the Project Manager as a settlement or condemnation package.

For each property affected, the following documents must be included in the folders:

1. Property Map
2. Title Search
3. Appraisal and appraisal review
4. Certificate of appraiser
5. Negotiators log
6. Written Offer Letter and Summary Statement of Just Compensation
7. Certified letter receipts where applicable
8. All property agreements
9. Deeds or Easements
10. Cost-to-cure documentation

The URC shall perform and document a quality assurance review on all parcel files to assure that all documentation required to acquire each property is prepared in accordance with The Uniform

Act. The URC shall complete a Compliance Review Checklist (Attachment C) for each property.

PROPERTY MANAGEMENT

The URC will hire an outside contractor to provide property management services. The contractor may be required to provide the following services:

The Contractor shall conduct a post-acquisition survey of all acquired improvements to verify that all real property acquired by the City is accounted for upon possession and at such time as occupants vacate.

The Contractor shall secure vacant structures and other improvements within 72 hours of owner/tenant vacancy and:

Obtain cost estimates for and arrange to lock, board, and otherwise secure acquired structures and other improvements through a subcontractor.

Obtain cost estimates for, and arrange for the installation 6' high chain link fencing to surround City owned buildings and property immediately following full vacancy of property through a subcontractor.

Obtain cost estimates for, and arrange for, routine maintenance by a subcontractor.

Obtain estimates for, and arrange for utility turn-off and/or winterizing through a subcontractor.

Obtain estimates for, and arrange rodent control by a subcontractor.

Obtain estimates for, and provide, immediate snow removal by a subcontractor on sidewalks to comply with local ordinance requirements and to entrances of houses and driveways.

Obtain estimates for, and provide lawn-mowing services by a subcontractor.

Removal of refuse.

The Contractor's rental management services shall include:

Develop, maintain, and provide on a monthly basis records indicating the status of income and expenses generated by property management.

Collect rentals on a monthly basis and forward to the Project Manager, within thirty (30) days of Contractor's receipt.

Submit income and billings to the Project Manager for processing on a daily basis, when required.

Take action on delinquent rental payments.

1. Notice to tenants 10 days past due.
2. Notice to tenants 30 days past due with copy to Project Manager.
3. Recommendation to the Project Manager for eviction when 90 days past due.
4. Specify legal action requirements if beyond 90 days.

Contractor's responsibilities for termination of rentals include the following:

1. Issue vacancy notices.
2. Schedule and monitor moves.

3. Coordination moves with the Project Manager.
4. Obtain keys.
5. Secure acquired property.
6. Utility shut-offs.

At such time as a property is vacant and secure, the contractor will notify the Project Manager that demolition may proceed.

The contractor shall develop, maintain, and submit to the Project Manager a monthly status report on the inventory of acquired real property and recommendations for continued property management, sale for moving, or demolition.

PROPERTY MANAGEMENT RECORDS REQUIREMENTS

As each parcel is delivered to the City for demolition, the Contractor shall provide a final status report on property management. It shall contain the following information, as a minimum, pertaining to these functions.

Inventory of real property acquired.

Inventory of real property reserved for property management and/or disposal.

Status of acquired structures in each of the following categories:

1. Owner-Tenant has removed all possessions from the property.
2. Disposal by sale for moving.
3. Disposal by sale for demolition.
4. Full accounting of income and expenses attributable to property management activities.

EXCESS PROPERTY INVENTORY AND UTILIZATION PLAN

The City of Stamford will prepare and keep up to date an excess property utilization plan for all property that is no longer needed to carry out the originally intended purpose. The City will also notify the FTA when property is removed from service originally intended at grant approval and put to additional or substitute uses. The City's plan will identify and explain the reason for excess property. The inventory should include property location, summary of any conditions on the title, original acquisition cost and the Federal participation ratio; FTA grant number; appraised value and date; a brief description of improvements; current use of the property; and the anticipated disposition or action proposed.

In accordance with the City Charter, no sale or lease of any real estate belonging to the City shall be valid unless approved by the Mayor, the Planning Board, the Board of Finance and the Board of Representatives.

RELOCATION PROCEDURES

The Stamford Urban Transitway Project proposes acquisition of property that will require the relocation of business and residential households. The URC will administer the relocation process. The Project Manager will provide oversight of the process through weekly status reports by the URC. Project relocation activities will follow the Federal Uniform Relocation Assistance and Real Property Acquisition policies Act of 1970, as amended.

Relocation payments will be made to all eligible project or program area occupants under the provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended in accordance with the policies, procedures and requirements therein.

The relocation assistance program is complex and varies with the type of entity being relocated. Replacement housing must be within the displaced person's financial means and available for immediate occupancy.

The relocation process for displaced persons will consist of the following elements:

- Relocation survey

- Issuing informational brochures and conducting personal interview

- Replacement housing assistance

- Relocation assistance

- Claims/Appeals

RELOCATION SURVEY

In accordance with 49 CFR 24.205, the City of Stamford has hired a firm to conduct relocation surveys. The information collected during the survey will be provided to the URC to assist in the planning of business and residential relocations. The information will also be used to validate the City's current cost estimate for relocation activities. A copy of the Residential Survey form is included in Attachment D. A copy of the Business Survey form is included in Attachment E.

To insure the survey is complete, the City will review the content and results with HC Peck. Comments will then be forwarded to the preparer for incorporation into the final report.

RELOCATION ASSISTANCE ADVISORY SERVICES

The URC will hire a Real Estate Relocation Agent(s), who must possess the ability to perform, supervise, or sign as a reviewer, relocation services including providing advisory assistance, the ability to calculate relocation payments, and provide descent, safe and sanitary inspection services for federally funded projects.

- All occupants will be provided with an informational brochure explaining their rights and benefits as a displaced person and the Relocation Agent will personally explain the relocation program to all occupants. During the personal interview any changes to the information collected during the surveys will be updated.

- Upon a written offer and initiation of negotiations with the property owner, the City of Stamford shall promptly (within 7 days, if possible) notify all occupants in writing of their eligibility for applicable relocation assistance. This will be the first written notice and will also contain the Ninety (90) day notice indicating the earliest date by which the occupant may be required to move.

- The Relocation Agent will verify individual/family certification concerning legal residency in the United States. No relocation assistance or relocation payments shall be provided to a person who has not provided the certification as required in 49 CFR 24.208.

- The Relocation Agent will assist business and non-profit organizations by providing current listings and of potential replacement properties comparable or appropriate for the displaced business or organization. An informational letter and brochure will be

delivered to all non-residential site occupants by the City of Stamford at the time of approval of the property acquisition.

The City of Stamford shall conduct a market search for replacement comparables for each residential occupant, and shall make a housing supplement determination using up to three (3) available comparables and selecting one (1). The Relocation Agent will assure comparable replacement housing is available at the time of computation, notification of benefit, and displacement. The replacement dwelling must be inspected by the Relocation Agent to insure it meets decent, safe, and sanitary (DSS) standards based on local housing codes. The determination shall be submitted to the Project Manager for review.

The URC will throughout the relocation effort collect current information on the availability of rental units, rental costs and room size of comparable relocation sites. It will do this through a systematic review of all advertised vacancies, direct appeals through agents, brokers, and the news media for vacancy listings.

The URC will provide transportation for displaced persons to inspect potential relocation housing if they are unable to do so on their own.

EVICTION FOR CAUSE

Eviction for cause will be in accordance with 49 CFR 24.206. The Project Manager will make the determination of eligibility for relocation payments based on 49 CFR 24.2 and 24.206 in cases where tenants have been evicted.

RESIDENTIAL RELOCATION ASSISTANCE PAYMENTS

Moving and Related Expenses

The Relocation Agent will explain to the occupant their moving and related expenses reimbursement. A letter requesting an estimate for moving all personal property and unpacking and placing at the new site will be delivered to all occupants. Upon receipt of the estimate based on the certified inventory the City of Stamford will pay a reasonable fee. The occupant will also be provided the opportunity to move the personal property himself. In this case, reimbursement may be paid on the schedule published by the FHWA or on the basis of actual costs. All payments will meet the eligibility criteria as stated in 49 CFR 24.301, 24.301 and 24.305. A copy of the letter is provided for in Exhibit G.

Replacement Housing Payment

A displaced person may be eligible for replacement housing payments under 49 CFR, Sections 24.401, 24.402, 24.403, and 24.404. The Relocation Agent will collect/update the required financial information needed to determine eligibility and amount of payment and explain the type of payment the tenant or owner maybe eligible for during the personal interview.

All relocation assistance payments will be computed in accordance with 49 CFR Subpart E. Eligible incidental expenses will be reimbursed provided they are necessary and reasonable costs actually were incurred. Computation sheet and any supporting documentation (receipts) for each payment request will be forwarded to the Project Manager for review and approval.

Last Resort Housing

If there is not an adequate supply of housing for sale or rent, or the benefits are not sufficient to enable a move to functionally equivalent housing, the Relocation Agent will identify the owner

or tenant as being eligible to receive replacement housing under the Last Resort Housing program and the Relocation Plan approved for the project. The Relocation Agent will verify all required computations are in accordance with 49 CFR Part 24.404 and if applicable, provide recommendation to the Project Manager for approval.

BUSINESS RELOCATION ASSISTANCE PAYMENT

The Relocation Agent will explain eligible reimbursement costs to any business or non-profit organization in accordance with 49 CFR 24.303, 24.304, 24.305 and 24.306. The Relocation Agent will verify all required documentation to support reimbursement claims are eligible and provide recommendation to the Project Manager.

PAYMENT OF CLAIMS

All residential and business relocation payments will be made in accordance with 49 CFR 24.207. The URC will make recommendations to the City and the City will be responsible for determining the eligibility of a claim in accordance with Federal regulations and procedures. Once the final determination is made, there will no adjustment of the amount for any reason unless an error is detected, or the City is directed by the FTA or a court to make an adjustment as a review of a claimant's grievance. The City will make all payments as promptly as possible after claimant's eligibility has been determined, payment requirements have been met and the claim has been approved by the City. The City will maintain in its files complete and proper documentation supporting the determination made with respect to each claim. (We recommend that the City expand upon these procedures i.e., who will approve and process payments through the City's finance system.)

RELOCATION DOCUMENT REQUIREMENTS

The URC shall provide two copies of all forms, records and materials in bound folders. The original documents will be submitted to the Project Manager for determination and claim of payments.

For each displaced person affected, the following documents must be included in the folders:

1. All notices with certified mail attachments
2. Agent's log
3. Certification of legal residence in the United States
4. Written Offer Letter to the Property Owner
5. All relocation payment determinations
6. All relocation payment claims with back up documentation
7. Any correspondence concerning the displaced person affected

The URC shall perform and document a quality assurance review on all relocation files to assure that all documentation required to relocate each displaced person is prepared in accordance with The Uniform Act. The URC shall complete a Compliance Review Checklist (Attachment C) for each property.

RIGHT TO APPEAL

The Uniform Act provides that a person may file written appeal to the City if the person believes that the City has failed to properly determine the person's eligibility for, or the amount of a

payment authorized, by the Act. If an individual is dissatisfied, they may call the Engineering Bureau or submit a letter within 60 days of their claim being rejected in writing by the City stating all of the facts in the case and the reasons they believe their claim should be paid or adjusted for reconsideration to:

Louis Casolo, P.E.
Project Manager, Stamford Urban Transitway
City of Stamford
888 Washington Blvd., 7th Floor
Stamford, CT 06904

Should the individual remain dissatisfied with the decision rendered, they may address a written appeal letter to the:

Deputy Corporation Counsel
City of Stamford
888 Washington Blvd., 9th Floor
Stamford, CT 06904

The individual will be given a prompt and full opportunity to be heard. The individual has the right to be represented by legal counsel or other representative in connection with the appeal, (but solely at their own expense). The Appeal Officer will consider all pertinent justification and material submitted by the individual and other available information needed to ensure a fair review. The Appeal Officer will provide a written determination resulting from the appeal with an explanation of the basis for the decision. If the individual is still dissatisfied with the relief granted, the City's Appeal Officer will advise the individual may seek judicial review.

ATTACHMENT C

City of Stamford
 Compliance Review
 (49 CFR Part 24)

Reviewer: _____, Title: _____ Parcel Number: _____

Owner: _____

Tenant: _____ Address: _____

| Reviewers | | Review Date | Function/Phase |
|-----------|------|-------------|---|
| URC | City | | Appraisal and Appraisal Review |
| | | | Appraiser: _____ Review Appraiser: _____ Date of Value: __/__/__ Review Date: __/__/__ Appraised Amount: \$ _____ Approved/Accepted? __Y __N Owner provided opportunity to accompany appraiser? __Y __N* __/__/__ Appraisal/Appraisal Review Acceptable? __Y __N* __/__/__ *Corrective Action Completed: __/__/__ (see Remarks) Just Compensation established: \$ _____ __/__/__ |
| | | | Acquisition |
| | | | Negotiator: _____ Initial Offer Amt.: \$ _____ Initiation of Negotiations: __/__/__ Personal Contact: __Y __N Offer in Writing? __Y __N Summary Statement? __Y __N Offer to Acquire Tenant Owned Improvements? __Y __N __N/A Option/Agreement Date: __/__/__ Amount: \$ _____ Negotiators Log Signed? __Y __N Administrative Settlement: Date __/__/__ Amount: \$ _____ Settlement Justification Adequate? __Y __N* Condemnation: Date filed: __/__/__ Amount Deposited: \$ _____ Court Awards: Date __/__/__ Amount: _____ Trial Report Date: __/__/__ Attorney: _____ Possession Date: __/__/__ Incidental Costs: \$ _____ Date Paid: __/__/__ |

| | | |
|--|--|--|
| | | *Corrective Action Completed: __/__/__(see Remarks) |
| | | Relocation Assistance-Residential Displacement |
| | | Relocation Assistance Agent: _____ Initial Interview Date: __/__/__ Brochure Given? __Y__N Relocation Services Offered? __Y__N Accepted? __Y__N Date Eligibility Notice: __/__/__ RHP Offer Date: __/__/__ Notice to Vacate Date: __/__/__ Move Date: __/__/__ RHP Eligibility Calculation: Date: __/__/__ Amt: \$ _____ Mortgage Interest Differential (MID) Calculation: \$ _____ List Price Adjustment Made? __Y__N* __N/A Calculations Acceptable? __Y__N* RHP Claimed: Date __/__/__ Amount \$ _____ MID Amt. \$ _____ RHP Paid: Date __/__/__ Amount \$ _____ MID Amt. \$ _____ Incidental Expenses Claimed: Date __/__/__ Amt. \$ _____ Paid: Date __/__/__ Amt. \$ _____ DSS Certification: Date __/__/__ Acceptable? __Y__N* Replacement Housing Payments Acceptable? __Y__N* Moving Payment: Date Claimed: __/__/__ Amount: \$ _____ Date Paid: __/__/__ Amount: \$ _____ Moving Payment Type: Schedule __ (# of rooms ____): Actual Cost: _____ Moving Payments Acceptable? __Y__N* *Corrective Action Completed __/__/__ (see Remarks) |
| | | Relocation Assistance - Business, Farm, NPO |
| | | Displacee Name: _____ Occupancy: Owner ____ Tenant ____ Replacement Site Address: _____ Relocation Agent: _____ Initial Interview Date: __/__/__ Brochure Given? __Y__N Relocation Services Offered? __Y__N Accepted? __Y__N Date Eligibility Notice: __/__/__ RHP Offer Date: __/__/__ Notice to Vacate Date: __/__/__ Move Date: __/__/__ Inventory Date: __/__/__ Update: __/__/__ Update: __/__/__ Moving Bid Date: #1 __/__/__, #2 __/__/__, #3 __/__/__ Amount \$ _____ \$ _____ \$ _____ Moving Expense Claim: Date: __/__/__, __/__/__, __/__/__ Amount \$ _____, \$ _____, \$ _____ Moving Expense Paid: Date: __/__/__, __/__/__, __/__/__ Amount \$ _____, \$ _____, \$ _____ Searching Expense Paid: \$ _____ Reestablishment Expense Paid: \$ _____ Fixed Payment (In lieu) Amount: \$ _____ Moving Expense Payment Acceptable? __Y__N* *Corrective Action Completed (see Remarks) |

| | | REMARKS |
|--|--|----------------|
| | | |