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

**Required Notices and General File**

|  |  |  |  |
| --- | --- | --- | --- |
| Occupancy Survey………………………………. .. |  | Moving Expense Agreement………………... |  |
| Eligibility Report………………………………….. |  | Vacate Inspection…………………………… |  |
| Lawfully Present in the US Certification………….. |  | Vacate Date…………………………………. |  |
| General Notice of Relocation Rights……………… |  | W-9 Obtained...……………………………... |  |
| Notice of Eligibility……………………………….. |  | Date Completed……………………………... |  |
| 90 Day Assurance (expiration date)……………….. |  | Final Diary………………………………….. |  |

**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) . |  |  |  |
| Market Rent |  |  |  |

**Down Payment Allowance**

|  |  |  |  |
| --- | --- | --- | --- |
| Purchase & Sale Agreement…………………………... |  | Preliminary Closing Instructions (HUD)………….. |  |
| Payment Instructions …………………......................... |  | Certified Copy Final Closing Statement (HUD)….. |  |

**Price Differential**

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

**Relocation Payments**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Claim (1) | $ | | (2) | | $ | | (3) | $ | | (4) | | $ | |
| Claim (5) | $ | | (6) | | $ | | (7) | $ | | (8) | | $ | |
|  |  | |  | |  | |  |  | |  | |  | |
| Date Assigned | |  | | Date Completed | |  | | |
| Specialist Assigned | |  | | Vacate Inspection | |  | | | Date Vacated | |  | |
| Notice of Rescission Letter | |  | | Final Claim Letter | |  | | |