

RELOCATION ASSISTANCE VERIFICATION

Name _____

Project _____

Address _____

Parcel _____ Code _____

Initiation of Negotiations _____
Date

Type of Relocation _____

<u>RESIDENTIAL ENTITLEMENTS</u>	Yes OR NA	<u>BUSINESS / PERSONAL PROPERTY ENTITLEMENTS</u>	Yes OR NA
Relocation Brochure Delivered		Relocation Brochure Delivered	
Residential Questionnaire Completed		Business Questionnaire Completed	
RAAP #12 and #26 Photo Inv. Completed		RAAP #25 and #26 Photo Inv. Completed	
Tenant List Completed by Landlord #9		Tenant List Completed by Landlord #9	
HUD Utility Chart Completed (tenants only)		Actual Cost Move Explained	
Income Verification Obtained (tenants only)		Self Move Explained (Low bid or Estimate)	
Moving Options Explained (Act / Sch / Comb)		90 Day Notice Explained (30 or 30A)	
Replacement Housing Explained (RHP/RAP/DAP)		Business Reestablishment Cost Explained	
Subject Data Information on RAAP #14		Business Searching Entitlement Explained	
Transportation Offered to View Comps		Business Payment-In-Lieu Explained (2 yr Tax Returns required – occupants only)	
90 Day Notice Explained (16, 17, or 17A)		Right to Appeal Explained (within 60 days)	
Increased Interest Explained (owners only)		Payment Notice Issued	
Eligible Incidental Expenses Explained		Tax Law Letter Issued	
Decent, Safe, and Sanitary Explained		Relocation Office & Contact Info Given	
Right to Appeal Explained (within 60 days)		Legal Residency Certification Completed #38	
Payment Notice Issued		W-9 Completed	
Legal Residency Certification Completed #38		Agent's Report #8 (signed by displacee)	
W-9 Completed			
Tax Law Letter Issued			
Relocation Office & Contact Info Given			
Agent's Report #8 (signed by displacee)			

My signature verifies that the items marked "YES" were explained to me in detail.

DATE

Displacee

DATE

Relocation Specialist