RELOCATION CHECKLIST

Resident:_____   Case #:_____

Property Address:_____   Phone #:_____

Owner:_____   Owner's Phone #:_____

_____180-Day Owner-occupant   _____90-Day Owner-occupant   _____Tenant

A.   INFORMATION ON OCCUPANTS

1.A. General Government Information Notice (GIN Notice)

1.B. Household Case Record (# in Household:_____)

2.   Release of Information Form   A. General_____   B. Social Security

3.   Income Verification: A. Recap_____   B. Verification(s)

B.   INFORMATION ON CURRENT UNIT:

4.   Current Unit Information

5.   Utility Verification: A. Recap_____   B. Verification(s)

6.   Monthly Housing Payment   A. Rent_____   B. Mortgage

C.   NOTICES:

7.   Notice of Right to Continue in Occupancy (If Appliable)

8.   Notice of Relocation Eligibility/HUD Brochure/Grievance Procedures

      A. Renter_____   or   B. Homeowner_____

      C. Grievance Procedures_____   D. Evidence of Receipt_____

9.   A.   90-Day Notice to Vacate_____   B. Evidence of Receipt_____

      Date to Vacate by:_____

10.   A.   30-Day Notice to Vacate_____   B. Evidence of Receipt_____(If applicable)

      Issued 30 days after #9 & after Title is obtained to Property

D.   COMPARABLES/HOUSING REFERRALS/INSPECTIONS:

11.   Computation of Comparables/Housing Referrals List

12.   Inspection of Each Comparable and Referral

E.   REPLACEMENT DWELLING UNIT

13.   Replacement Unit Information-Recap

14.   Inspection of Replacement Dwelling Unit

15.   Replacement Dwelling - Verification - Recap

      A. Rent Payments:_____   OR B. Mortgage_____ & C. Utilities_____

F.   CLAIM FORMS:

16.   Claim for Moving & Related Expenses

17.   Claim for Relocation Payment: Does Claim Include Last Resort?_____

      Was Certificate/Voucher Offered?_____ Accepted?_____

      A. Claim for Replacement Housing Payment   - Homeowners

      B. Claim for Rental Assistance or Downpayment Assistance - 42 months

      C. Claim for Rental or Purchase Assistance   - 60 months

G.   RELOCATION PAYMENTS:

18.   Recap/Copy of Cancelled Payment Checks (Both sides of check)

19.   Acknowledgement of Receipt of Relocation Payments by Relocatee

H.   OTHER:

20.   Waiver of Relocation Benefits - Voluntary Acquisition Only

21.   Other:_____

22.   Other:_____

I.   INFORMATION ON CONTACTS WITH RELOCATEE(S):

23.   Contact Log