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

**Required Notices and General File**

|  |  |
| --- | --- |
| Occupancy Survey |  |
| Eligibility Report |  |
| General Notice of Relocation Rights Letter |  |
| Notice of Eligibility Letter |  |
| 90 Day Assurance (expiration date) |  |
| Notice of Monetary Entitlement Letter |  |
| Lawfully Present in the United States Certification |  |
| W-9 Obtained |  |
| Statewide Vendor Number Form |  |
| Final Diary |  |

**Moving Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| Inventory (written) |  | Moving Expense Agreement |  |
| Photographs of Inventory |  | Vacate Inspection (form & pictures) |  |
| Moving Estimate (specialist) |  | Date Vacated |  |
| Request for Proposal/Moving Specifications |  | Other |  |
| Moving Bids (professional) |  | Other |  |

**Relocation Payments**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Claim (1) | $ | (2) | $ | (3) | $ | (4) | $ |
| Claim (5) | $ | (6) | $ | (7) | $ | (8) | $ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Assigned: |  | Specialist Assigned: |  | Date Completed: |  |
| Date Vacated: |  | Final Claim Letter: |  | …………………………….. |  |
| Notice of Rescission: |  | Final Claim Date |  |  |  |