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

**Required Notices and General File**

Diary Diary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Occupancy Survey………………………… |  |  | Moving Expense Agreement………………... |  |  |
| Title VI Survey Presented (tenant only)……… |  |  | Vacate Inspection w/photos…..……………… |  |  |
| Lawfully Present in the US Certification…… |  |  | Vacate Date…………………………………. |  |  |
| General Notice of Relocation Rights……… |  |  | IRIS Completed……………………………... |  | ☐ |
| Notice of Eligibility………………………… |  |  | Date Completed……………………………... |  |  |
| 90 Day Assurance (expiration date)………… |  |  | Final Diary………………………………….. |  |  |

**Moving Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| Room count w/photos…………………………... |  | Other……………………………………………….. |  |

**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) . |  | DV………………………………………………… |  |

**Down Payment Assistance**

|  |  |  |  |
| --- | --- | --- | --- |
| Purchase & Sale Agreement…………………………... |  | Payment Instructions………………………………. |  |
| D.S.S. Inspection Report w/photo …………………... |  | Certified Copy Final Closing Statement…………... |  |

**Price Differential**

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

**Relocation Payments**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Claim #** | **Description** | **Approved Date** | **Paid Date** | **Amount Paid** | **JN #** | **Docs/IRIS** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Specialist Assigned: | |  | Date Assigned: |  | Notice of Recission Date: | |  | |
| Final Claim Letter: |  | | Final Claim Date: |  |  |  | |