**SAMPLE GENERAL INFORMATION NOTICE LETTER**

 **(HOME)**

**Must be sent on Owner/Developer’s Letterhead**

 **Not property letterhead**

Date: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apartment Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Apt. #\_\_\_\_\_­­­\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Prospective Property Owner) submitted an application to the Georgia Department of Community Affairs for financial assistance to rehabilitate the building that you occupy.

This notice is to inform you that, when the assistance is provided and the building is rehabilitated, you will **not** be displaced. Therefore, we urge you **not to move** anywhere at this time. (If you do elect to move for reasons of your choice, you will not be provided relocation assistance.)

When the application has been approved and Federal assistance has been provided for the rehabilitation, you will be able to lease and occupy your present apartment (or another suitable, decent, safe and sanitary apartment in the same complex) upon completion of the rehabilitation. At some point in this process you will be asked to supply management with documentation of income and eligibility in order to continue to live at this housing development. Of course, you must comply with standard lease terms and conditions.

After the rehabilitation, your initial rent, including the estimated average monthly utility costs, will not exceed the greater of (a) your current rent/average utility costs, or (b) 30 percent of your average monthly gross household income. If you must move temporarily so that the rehabilitation can be completed, suitable housing will be made available to you for the temporary period, and you will be reimbursed for all reasonable extra expenses, including all moving costs and any increase in housing costs.

Again, we urge you not to move. You can be sure that we will make every effort to accommodate your needs. Since Federal assistance would be involved, you would be protected by the Uniform Relocation Assistance and Real Property Acquisition Policies act of 1970, as amended.

This letter is important and should be kept. You will be contacted soon. In the meantime, if you have any questions about our plans, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the proposed owner representative at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Phone #)

Sincerely,