LIHTC GENERAL INFORMATION LETTER (temporary relocation with 4% Bonds)

(Must be sent on Owner/Developer’s Letterhead)

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

Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Apt. #\_\_\_\_\_\_\_\_\_\_\_\_\_

Apartment Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_GA ID #\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (property name) has received funding approval for renovation. You can live in your apartment (or another suitable apartment on the same property) when renovations are complete. If you must move to another house during renovation, it will be temporary. There will be Advisory Services to answer questions and to help with the process. The Advisor will find you suitable temporary housing and will pay for all reasonable moving costs, including any increase in housing costs. **Please do not move** before recommended. If you do, you might not be helped or fully reimbursed.

After renovation, rent plus utilities will not be more than your current rent plus average utilities for one year. You will soon be asked to give management income and eligibility documents so that you can continue living here after renovation.

In the next few weeks you should receive notice of meetings that will be designed to inform you of the plans for the property. Be sure to attend these meetings to hear about the improvements and to ask any questions about the process.

In the meantime, if you have any questions please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of Advisor) at the following number \_\_\_\_\_\_\_\_\_\_\_. This letter is important and should be kept.

Sincerely,

The Owner

Title

Company Name

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Property Owner) applied for Federal or State funding to renovate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (property name). The funding was approved and will be used to renovate this property. Since this type of funding is used, [the Uniform Relocation Assistance and Real Property Acquisition Polices Act of 1979 (URA) as amended and] the Georgia Department of Community Affairs Relocation Manual applies.