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

**Required Notices and General File**

|  |  |  |  |
| --- | --- | --- | --- |
| Occupancy Survey…………………………………….. |  | Monetary Entitlement Letter (as needed)……………. |  |
| Eligibility Report………………………………………. |  | Moving Expense Agreement………………………… |  |
| Lawfully Present in the United States Certification …... |  | Vacate Inspection……………………………………. |  |
| General Notice of Relocation Rights………………….. |  | Vacate Date………………………………………….. |  |
| Financial Information Reviewed………………………. |  | W-9 Obtained...……………………………………… |  |
| Notice of Eligibility…………………………………… |  | Date Completed……………………………………… |  |
| 90 Day Assurance (expiration date)…………………… |  | Final Diary…………………………………………… |  |

**Moving Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| Inventory (written and photo) |  | Request for Proposal/Moving Specification |  |
| Moving Estimates (specialist)………………………... |  | Moving Bids (professional)………………………... |  |
| Moving Expense Agreement..………………………... |  | Vacate Inspection (form and pictures) …………...... |  |

**Reestablishment & Related Moving Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| Reestablishment Expenses Application |  | Site Search Expenses…………………………….. |  |
| 2. |  | Substitute Personal Property (SPP) |  |
| 3. |  | Actual Direct Loss of Tangibles (DLT) |  |
| 4. |  | Obsolete Items…………………………………… |  |
| 5. |  | Storage…………………………………………… |  |
| 6. |  | Professional Planning Expenses…………………. |  |
| 7. |  | Other Expenses…………………………………... |  |
| Copy of Displacement Lease. |  | Other Expenses…………………………………... |  |
| Copy of Replacement Lease. |  | Other Expenses |  |

**Fixed Moving Payment (In Lieu)**

|  |  |  |  |
| --- | --- | --- | --- |
| Income Verification |  | Application for Fixed Payment |  |
| Fixed Payment Worksheet Approved by Agency |  | Financial Documentation Destroyed by Agency |  |

**Relocation Payments**

Claim (1) $      Claim (2) $      Claim (3) $      Claim (4) $

Claim (5) $      Claim (6) $      Claim (7) $      Claim (8) $

Claim (9) $      Claim (10) $      Claim (11) $      Claim (12) $

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Assigned: |  | Specialist Assigned: |  | Date Completed: |  |
| Date Vacated: |  | Final Claim Letter: |  | IRIS Entries Completed: |  |
| Notice of Rescission: |  | Final Claim Date |  |  |  |