|  |  |
| --- | --- |
| 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 |       |  |  |