|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GENERAL** | | | | | | | | | | |
| Project Title: | | | | | | Spot Check: | Y / N | | | |
| Parcel Number: | | | | | | Final Review: | Y / N | | | |
| Name of Displaced Person(s): | | | | | | Displacee No: |  | | | |
| Relocation Plan: | Y / N | | | | | Date of Review: |  | | | |
| Date of Relocation Plan: | | |  | | | Name of Reviewer: | |  | | |
| **REQUIRED NOTICES AND GENERAL FILE (Y/N/Dates)** | | | | | | | | | | |
| Occupancy Survey: | | Y / N | | | Eligibility Report: | | | | Y / N | |
| General Notice of Relocation Rights: | | Y / N | | | Notice of Eligibility: | | | | Y / N | |
| 90 Day Assurance provided: | | Y / N | | | Lawfully Present in US Certification: | | | | Y / N | |
| Final Diary: | | Y / N | | | If Necessary, W-9 Obtained: | | | | Y / N NA | |
| Proof of receipt of written notices Y / N | | | | Diary explanation for notices delivered in person? Y / N NA | | | | | | |
| Owner Occupant  or Tenant | | | | | Appeal: | | | | Y / N | |
|  | |  | | | If yes, include summary below | | | |  | |
| **PRICE DIFFERENTIAL (Y/N/Dates)** | | | | | | | | | | |
| Price Differential Report: | | Y / N | | | Purchase & Sale Agreement: | | | | Y / N | |
| Housing Comparison Worksheet: | | Y / N | | | Actual Price Differential Calculation: | | | | Y / N | |
| Correlations & Conclusions: | | Y / N | | | Payment Instructions: | | | | Y / N | |
| Photographs & Map of Comps: | | Y / N | | | Preliminary Closing Statement (HUD): | | | | Y / N | |
| Last Resort Housing Plan: | | Y / N NA | | | Incidentals: | | | | Y / N | |
| D.S.S. Inspection Report w/photos: | | Y / N | | | Mortgage Interest Differential: | | | | Y / N | |
| Proof of Payment: | | Y / N | | | Final Closing Statement (HUD): | | | | Y / N | |
|  | |  | | |  | | | |  | |
| **RENT SUPPLEMENT (Y/N/Dates)** | | | | | | | | | | |
| Rent Supplement Report: | | Y / N | | | Living Expense Verification (as needed): | | | | Y / N | |
| Housing Comparison Worksheet: | | Y / N | | | Actual Rent Calculation: | | | | Y / N | |
| Correlations & Conclusions: | | Y / N | | | D.S.S. Inspection Report w/photos: | | | | Y / N | |
| Photographs & Maps of Comps: | | Y / N | | | Income Verification form (as needed): | | | | Y / N | |
| Last Resort Housing Plan: | | Y / N | | | Proof of Payment: | | | | Y / N | |
| Rental Agreement/Receipt: | | Y / N | | |  | | | |  | |
|  | |  | | | | | | | | |
| **DOWN PAYMENT ASSISTANCE (Y/N/Dates)** | | | | | | | | | | |
| Purchase & Sale Agreement: | | Y / N | | | Final Closing Statement (HUD): | | | | Y / N | |
| Payment Instructions: | | Y / N | | | Proof of Payment: | | | | Y / N | |
| Incidentals: | | Y / N | | |  | | | |  | |
|  | |  | | |  | | | |  | |
| **MOVING EXPENSES (Y/N/Dates)** | | | | | | | | | | |
| Commercial Move: | | Y / N | | | Self-move: | | | | | Y/N |
| Actual Cost Move: | | Y / N | | | Move Amount paid: | | | | | $ |
| Move Expense Agreement: | | Y / N | | | Proof of Payment: | | | | | Y / N |
| Vacate Inspection Report w/photos: | | Y / N | | | Vacate Date: | | | | |  |
|  | |  | | |  | | | | |  |
| **ADVISORY ASSISTANCE** | | | | | | | | | | |
| In your opinion was appropriate advisory services provided to the displaced person? Y/N | | | | | | | | | | |
| **NOTES** | | | | | | | | | | |
|  | | | | | | | | | | |