

Sample Letter to Relocatee in a Substandard Unit

Grantee or Agency Letterhead

(Date)

Dear _____:

Relocation regulations established by Federal law will not permit the City/County to make a rental assistance payment to you until you move into an apartment or house that meets their definition of a “decent, safe and sanitary” replacement unit. Your new apartment does not meet this definition because:

1. The wiring does not meet the City/County electrical code.
2. A two-bedroom apartment is too small for a family of five (two adults, one 16-year old son, one 14-year old daughter, and an 11-year old son).

In order to be eligible for a replacement housing payment, you must move into an apartment or house that meets all these requirements within one year from the date you moved from your old apartment on Ash Street. You have to move into a qualified apartment or house by (Date) to be eligible. Ms. Ellen Smith has a list of eligible houses and apartments and will help you find one and will arrange inspections of any apartments or houses you find on your own. Her telephone number is 441-4444.

If you move into a “decent, safe and sanitary” house or apartment by (Date) you would be eligible to receive rental assistance to cover the difference in the monthly cost between your old apartment and a new apartment for four years. This payment will be made in installments if you file a claim for benefits within 18 months after the date you move into a decent, safe and sanitary apartment.

If you choose to purchase a home, you would be eligible for \$_____ for downpayment assistance. You are entitled to these benefits if you move into a decent, safe and sanitary replacement unit by (Date) and file a claim within 18 months of completing the move. The City/County has already set aside money to pay you.

In order to receive these benefits, you must relocate into a standard unit. Please contact Ellen Smith. She will help you find and move into a standard unit. She is also available to answer any questions you might have about the relocation process.

Sincerely,

(Name and Title)