MINNESOTA SMALL CITIES DEVELOPMENT PROGRAM

ACQUISITION AND RELOCATION PROCEDURES

ACQUISITION AND RELOCATION

HANDBOOK

Prepared by

Department of Trade and Economic Development

Division of Community Development

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ACQUISITION AND RELOCATION REQUIREMENTS

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (referred to as the Uniform Act) sets forth the policies and procedures that apply to the Small Cities Program. The U.S. Department of Housing and Urban Development has adopted new regulations and in November, 1986 revised their Uniform Act Manual. This dual purpose Act addresses two areas:

1. **Real Property Acquisition.** The intent of this portion of the Act is to encourage and expedite the acquisition of real property by agreements with owners, to avoid litigation, and to assure consistent treatment of owners.

2. **Relocation Assistance.** The intent of this portion of the Act is to establish a uniform policy for the fair and equitable treatment of persons displaced as a result of federally-assisted programs so that those persons do not suffer unduly as a result of programs designed for the benefit of the community as a whole.

Each grantee whose project involves the purchase of real property or the movement of a person or household must follow the procedures set forth in the Uniform Act. As used in the Act, the term property refers to any kind of permanent interest, including title, permanent easements, long-term leases (50 years or more), and rights of way. Acquisition covered by the Act includes the purchase, donation, or partial donation of property, except for:

1. temporary easements
2. voluntary offers in response to a public solicitation.

Relocation includes the movement of homeowners and residential tenants, as well as commercial and industrial entities.

There are two documents that the grantee should review prior to beginning an acquisition or relocation activity. HUD Handbook 1377, Relocation and Real Property Acquisition, is a consolidation of HUD rules and regulations for implementing the Uniform Act. The second document, a reference work entitled **"Looking Beyond the Walls: A Guide to Relocation,"** suggests practical methods for carrying out relocation effectively, efficiently, and with minimal hardship on the persons being displaced. This handbook is available from DCD.

The complexities and unexpected problems of both acquisition and relocation are often underestimated. Careful attention to the requirements of the Uniform Act prior to and during acquisition and relocation will help you avoid costly legal problems at a later date. Lack of compliance with the Uniform Act has been a major monitoring problem for grantees. **Before you begin either procedure, read the Handbook, review the procedures you have established, and contact your community development representative for assistance.**

Non Uniform Act Displacement

Each grantee shall provide for reasonable benefits to any person involuntarily and permanently displaced by private businesses or non-profit agencies to acquire or substantially rehabilitate property where Small Cities funds are involved. DCD has developed a state plan to meet federal requirements for this type of displacement in accordance with Section 104 (j) of the U.S. Housing and Community Development Act. If a grantee anticipates any Non Uniform Act displacements, please refer to the displacement requirements in the SCDP Program Manual.

Displacement Minimization Plan

In addition to the Uniform Act, grantees must comply with the State's Displacement Plan. In any instance where the activities of the grant may cause the displacement of a household, regardless of the nature of the activity causing the displacement, the grantee must develop and submit a plan which will 1) show what efforts were made to minimize the displacement (alternatives considered or attempted, and why they were not effective) and 2) document how the grantee will provide assistance to the household in the search for replacement housing, comparable to or better than the original residence, at rates affordable to the displaced household. Please refer to the displacement requirements in the SCDP Manual.

Appeals Procedures

The Uniform Act requires the establishment of a method of receiving and resolving acquisition or relocation appeals. This procedure is applied when an individual or business states, in writing, that it did not receive the protection and benefits of the Uniform Act; and, as a result was not fairly compensated for their property.

Grantees need to develop an appeals procedure whereby the landowner first submits a written appeal to the Grantee. The Grantee shall consider the appeal and try to resolve it. If resolution is not possible, the landowner may submit a written appeal to DCD. DCD has developed a procedure for considering appeals. If an appeal is received by DCD we shall inform the Grantee and outline the procedures to be used. In the event either the aggrieved party or the Grantee is dissatisfied with the DCD determination, the matter will be referred to the courts.

Annual Report

Beginning in 1986, each grantee with real property acquisition or relocation must submit an annual report to the Division of Community Development, summarizing such acquisition and relocation activities subject to the Uniform Act. This report must cover the applicable activities undertaken from October 1 through September 30 of each year under the project agreement and be submitted to the DCD not later than October 25 of that same year. Each grantee shall submit an original and one copy of this report. A copy of the HUD Uniform Act Report is shown in Illustration I.
To assist communities in acquisition and relocation, the Division of Community Development has developed the following set of procedures:

1. Project Approval

   Grantees with acquisition need to establish who will be responsible for each major task in the process and when the activities are to be carried out. If relocation is necessary, this should be coordinated with the acquisition. If additional staff are necessary, they should be hired and trained. The grantee shall maintain a separate file for each property acquired. A summary of the information required in each file is found at the end of this section.

2. **Inform Owner**

The grantee provides the landowner(s) with a "Notice to Owner" form for review and signature. (See sample form on Illustration 2.) A copy of the HUD brochure "When a Public Agency Acquires Your Property" must be included. This letter and brochure are to be sent by registered mail, return receipt requested. If relocation is involved, a general information notice on relocation should also be sent by registered mail, with the appropriate relocation assistance brochure included.

3. **Basic Preparation**

The grantee should check to see that title to property is vested in owners. A legal description of property should be obtained and, if necessary, a boundary survey made.

4. **Contract for Appraisal**

The grantee should make a request for proposals for appraisers of the land acquisition. Appraisers may be selected from the list of approved state appraisers, which is available from DCD.

The appraiser selected then completes the appraisal in accordance with the standard listed below. The owner must be given the opportunity to accompany the appraiser during the property inspection. The completed appraisal is given to grantee. (A sample format used by the Minnesota Department of Transportation (MnDOT) is found on Illustration 3.)

At a minimum, the appraisal shall contain the following items:

a. The purpose and/or the function of the appraisal, a definition of the estate being appraised, and a statement of the assumptions and limiting conditions affecting the appraisal.

b. An adequate description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, and adequate description of the remaining property), a statement of the known and observed encumbrances, if any, title information, location, zoning, present use, an analysis of highest and best use, and at least a 5-year sales history of the property.

c. All relevant and reliable approaches to value consistent with commonly accepted professional appraisal practices. When sufficient market sales data are available to reliably support the fair market value for the specific appraisal problem encountered, the Agency, at its discretion, may require only the market approach. If more than one approach is utilized, there shall be an analysis and reconciliation of approaches to value that are sufficient to support the appraiser's opinion of value.

d. A description of comparable sales, including a description of all relevent physical, legal, and economic factors such as parties to the transaction, source and method of financing, and verification by a party involved in the transaction.

e. A statement of the value of the real property to be acquired and, for a partial acquisition, a statement of the value of the damages and benefits, if any, to the remaining real property.

f. The effective date of valuation, date of appraisal, signature, and certification of the appraiser.

For simplified and low value acquisitions of generally less than $2,500, an Uncomplicated Appraisal may be made. A sample format of the uncomplicated appraisal used by MnDOT is shown on Illustration 4.

5. Appraisal Review

The grantee selects the review appraiser who will examine the appraisal. The review appraiser may be selected from the list of approved state appraisers, which is available from DCD. The review appraiser shall examine each appraisal to see that it meets applicable requirements and the soundness of appraiser reasoning. The review appraiser provides the grantee with a signed statement of the recommended value of property. (See sample review format on Illustrations 5 and 6.) At a minimum the appraisal review process shall include the following:

a. A qualified reviewing appraiser shall examine all appraisals to assure that they met applicable appraisal requirements and shall, prior to acceptance, seek necessary corrections or revisions to the appraisals.

b. If the reviewing appraiser is unable to approve or recommend approval of an appraisal as an adequate basis for the establishment of just compensation, and it is determined that is is not practical to obtain an additional appraisal, the reviewing appraiser may develop appraisal documentation in accordance with the appraisal standards listed above to support an approved or recommended value.

c. The review appraiser's certification of the recommended or approved value of the property shall be set forth in a signed statement which identifies the appraisal reports reviewed and explains the basis for such recommendation or approval. Any damages or benefits to any remaining property shall also be identified in the statement.

6. Establish Just Compensation

The Grantee shall establish just compensation for the property. The amount shall be not less than the amount of the reviewer's certification of the fair market value of the property, including allowable damages or benefits to any remaining property.

7. Work with Owner

As soon as possible from the date of delivery of the notice to owner, the grantee shall provide a written purchase offer to the landowner, along with a statement of the basis for just compensation, which shall include:

a. A statement of the amount offered as just compensation. In the case of a partial acquisition, the compensation for the real property to be acquired and the compensation for damages, if any, to the remaining real property shall be separately stated.

b. A description and location identification of real property and the interest in the real property to be acquired.

c. An identification of the buildings, structures, and other improvements (including removable building equipment and trade fixtures) which are considered to be part of the real property for which the offer of just compensation is made. Where appropriate, the statement shall identify any separately held ownership interest in the property; e.g., a tenant-owned improvement and indicate that such interest is not covered by the offer.

A sample format of the written purchase offer and appraisal summary statement is found on Illustration 7. This document shall be sent to the landowner by registered mail, return receipt requested. The written purchase offer starts the initiation of negotiations. [See HUD Regulation 42.2(k).]

Grantee meets with owner and (1) discusses offer to purchase, including basis for just compensation; and (2) explains acquisition policies and procedures and payment of incidental costs. Eligible incidental costs include:

a. Recording fees, transfer taxes, documenting stamps, title certificates, and evidences of title.

b. Penalties for prepayment of mortgage.

c. Pro-rated portion of prepaid taxes and public service charges.

The grantee shall notify the owner that under Minnesota Law (Minnesota Statutes 1986, 117.232), the owner is entitled to have an appraisal made and be reimbursed for up to $500 for this appraisal.

The owner shall be given reasonable opportunity to consider the offer and present materials relevant to the value of property. The grantee shall consider any material presented and may have the appraisal and just compensation updated. If the just compensation is revised, the grantee shall offer that amount to the owner in writing. The grantee shall not take coercive action against the owner in order to induce an agreement on the price to be paid for the property. If the owner will not agree to the written offer and wants more compensation, contact DCD. Additional compensation shall be the responsibility of the grantee without prior DCD approval. A landowner may also accept less or more than Just Compensation (see sample forms on Illustrations 8 and 9).

8a. **Conclude Successful Negotiations**

If owner(s) accept the offer, grantee obtains a purchase agreement from the owner and proceeds to close the property.

9a. **Complete Settlement**

a. Owner executes deed, transferring title to grantee.

b. Complete settlement costs statement detailing payment of purchase price and incidental expenses. A sample format for the settlement cost statement is found on Illustration 10.

c. Pay net amount of settlement costs to owner and put a copy of canceled checks in property file.

d. The grantee records the deed.

e. If the owner is to be relocated, grantee should execute a short-term lease at fair market rent for the period until relocation is completed.

f. The grantee delivers a 90-day Notice to Vacate to the owner and/or tenant. This, in effect, guarantees the tenants of owner-occupant 90 days in which they will not be required to vacate, although they may choose to do so. A 30-day notice will be issued from the date the actual acquisition occurs.

g. If the grantee has presented a Notice of Intent to Acquire to the owner or has gone so far as to having made a firm offer to acquire and decides not to acquire the property, the grantee serves a notice in writing by registered mail, return receipt requested, to the owner, all tenants in occupancy and all other persons eligible for relocation that the grantee has determined not to acquire the property.

8b. **Conclude Unsuccessful Negotiations**

If, upon completion of steps (1) through (7), the owner rejects the offer:

a. When an offer is rejected, the grantee makes a final written offer.

b. If the final offer is rejected, the grantee should decide to either not acquire the property or file for condemnation under eminent domain authority.

c. Grantee shall deposit with the court the amount of just compensation (appraised value) for the property in benefit of the owner.

9b. **Complete Condemnation**

When trial is completed, grantee shall pay the amount of just compensation as determined by the court.

Grantee shall prepare a statement of settlement cost, identifying known incidental costs applicable to the owner and pay these costs where applicable.

Grantee shall record court order.

<u>The Grantee Shall Maintain The Following Records</u>:

1. When more than one parcel is acquired, the grantee shall maintain a copy of the "Site Acquisition Management Control Report" (see Illustration 11).

2. A separate acquisition file shall be maintained for each parcel of property acquired. The following items must be included:

   a. Site Acquisition Summary (see Illustration 12)
   b. Additional File Information:

      ° A copy of the Notice to Owner (copy of standard brochure not required in file) and evidence, including date, of receipt by owner;

      ° Evidence that owner was invited to accompany each appraiser on his inspection of the real property;

      ° A copy of any appraisal report and review appraiser's report, on which the determination of just compensation was based. However, such appraisal report(s) may be filed separately, with an appropriate reference in the acquisition file;

      ° A copy of the written purchase offer, along with a statement of the basis of just compensation and evidence, including date of receipt by owner.

      ° A copy of the purchase contract;

      ° A copy of the recorded deed;

      ° A copy of the statement of settlement cost;

      ° Evidence that owner received net proceeds due from sale, such as a copy of the cancelled check; and

      ° A copy of any appeal or complaint concerning a payment, together with a copy of all pertinent determinations and other relevant documentation.

<u>Donations of Property</u>

There may be certain instances where property owners have indicated a willingness to donate their property to the community project. The following are procedures the community must take for donated property to assure compliance with the Uniform Act.

1. Notify the affected property owner(s) in writing of the jurisdiction's intent to acquire property and that they have the right to have property appraised by the City and to receive fair market value for it.

   For Example:

Dear ____

The City of ________ would like to acquire a ___ width easement along the (location) boundary of your property located at (address). The easement will allow the City to construct and maintain municipal water service. The attached pamphlet describes your rights to an appraisal and just compensation under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

According to requirements of the Uniform Act, as a property owner you may choose among several options regarding the public acquisition of easements on your property:

a. You may request that the City have the property appraised and that the City purchase the property based upon the appraisal of fair market value, or

b. You may waive your right to an appraisal and donate the property to the City, or

c. You may request that the City have the property appraised before you decide to donate the easement, or sell the property to the City for fair market value or less.

The City will contact you personally to explain these options and to obtain your signed consent regarding the option you choose.

2. After a reasonable length of time (5-7 days), the City should personally contact property owners to explain the options and secure signed statements regarding the option selected.

Example:

To: The City of __________ : ATTN: ______

I have read the pamphlet, "When A Public Agency Acquires your Property," and am aware of my rights under the Uniform Act.

I would like to grant the necessary utility easement on my property located at (address) to the City of (name) and waive my right to an appraisal and just compensation.

____
Property Owner

____
Address

____
Date

OR:

I would like the City to have my property located at (address) appraised and to purchase the property from me for the appraised value.

____
Property Owner

____
Address

____
Date

OR:

I would like the City to have my property located at (address) appraised before I decide whether to sell or donate my property.

____
Property Owner

____
Address

____
Date

3. If the property owner agrees to waive the right for an appraisal and donate the property, the Grantee may proceed to obtain a purchase agreement from the owner.

4. The Grantee pays any agreed purchase costs and incidential expenses.

5. The owner executes a deed, transferring title to the Grantee and the deed is recorded.

Voluntary Acquisition

All of the following conditions must be met to qualify as voluntary acquisition:

1. No specific site or property needs to be acquired, although the community may limit eligible properties to a general geographic area.

2. The property being acquired is not part of an intended, planned or designated area where all or substantially all of the property is eventually to be acquired.

3. The agency will not acquire the property in the event negotiations fail to result in an amiable agreement and the owner is so informed.

4. Public solicitation is offered by the community.

A voluntary acquisition may involve a donation, an exchange or a market sale, if the transaction is without compulsion on the part of the community. Communities considering voluntary acquisition must treat all owners in a similar manner. Relocating benefits to owner occupants is not required, if they waive their rights prior to acquisition. However, tenants of acquired property must receive full relocation benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Grantees will be required to maintain the following information:

1. Copy of the Public Solicitation which indicates that the owner must sell, donate, or trade property on a voluntary basis or the community will not acquire the property.

2. Documentation of the owners first contact with the community was a result of the public solicitation.

3. Log of each contact with the owner.

4. Appraisal of the property, if it is to be purchased. This may be file documentation showing that the grantee's acquisition price is reasonable.

5. Full relocation file for each tenant.

Grantees that are contemplating voluntary acquisition shall contact DCD before they start such action. DCD has sample notifications and documentation for voluntary acquisition.

RELOCATION

The following are typical relocation steps to be followed under the Small Cities Development Program:

1. <u>Plan Project</u>

   General relocation information is provided at a public hearing on the project. This is usually done during the application process. Relocation needs are determined and costs estimated. Current regulations require replacement housing be functionally similar and not exceed current housing costs. As a result, relocation may cost more and the grantee should be careful to allocate sufficient funds to meet all relocation needs.

2. <u>Project Approved</u>

   Grantee needs to determine who will be responsible for each major relocation activity and when it will be carried out. If additional staff are necessary, they should be hired and trained. The grantee shall maintain a separate file for relocated household, business, farm, or non-profit organizations (do not combine acquisition and relocation files). A summary of the information required in each file is found at the end of this section.

3. <u>Inform Persons to be Displaced</u>

The grantee shall issue a General Information Notice to persons scheduled to be displaced as soon as possible (See sample forms on Illustrations 13, 14, 15). A copy of the appropriate HUD relocation assistance brochure must be included. This letter and brochure are to be sent by registered mail, return receipt requested.

General Information Notice shall be a general written description of the grantee relocation program which does, at least, the following:

a. Informs the person that he or she may be displaced for the project and generally describes the relocation payments(s) for which the person may be eligible, the basic conditions of eligibility, and the procedures for obtaining the payments(s).

b. Informs the person that he or she will be given reasonable relocation advisory services, including referrals to replacement properties, help in filing payment claims, and other necessary assistance to help the person successfully relocate.

c. Informs the person that he or she will not be required to move without at least 90 days' advance written notice and informs any person to be displaced from a dwelling that he or she cannot be required to move permanently unless at least one comparable replacement dwelling has been made available.

d. Describes the person's right to appeal the grantee's determination as to eligibility for, or the amount of, any relocation payment for which the person may be eligible.

4. <u>Issue Notice of Eligibility for Relocation Assistance</u>

An Eligibility for Relocation Assistance Notice is issued to each occupant to be relocated (see sample forms in Illustrations 16, 17, 18).

This notice shall identify and document the purchase or rental cost of a comparable replacement dwelling that is functionally similar, currently available, and within the occupants financial means.

The Notice of Eligibility for Relocation Assistance shall identify the project and inform all occupants, in writing, of their eligibility for relocation payments and other assistance. The effective date of eligibility is the date of delivery of the initial written offer by the grantee to purchase property. This triggers the initiation of negotiations.

5. <u>Interview Person to be Displaced</u>

The grantee must interview person(s) to determine their individual and other needs (complete site occupant record card found in Illustrations 19 and 20).

Explain available payments and services, person's right to comparable replacement housing before displacement, and relocation procedures.

Encourage person not to move prematurely.

Explain rental policies for short-term occupancy after acquisition.

6. **Work with Person to be Displaced**

a. Household:

- Be sure the person is aware of the maximum replacement housing payment and basis for determining payment.

- Make referrals to replacement housing units; inspect units before referral.

- Counsel person and make appropriate referrals to social service agencies, when appropriate.

- Issue 90-day notice, if necessary. Comparable replacement dwellings must be made available prior to the 90 day notice.

- Provide at least 90 days' advance written notice of the earliest date by which they may be required to vacate the property. The 90-day notice must include a specific date by which the property must be vacated or include a statement indicating that the occupant will be given a further written notice, indicating at least 30 days after the date of which the grantee obtained title. (See Illustration 21.)

b. Business person:

- Make referrals to replacement business locations.

- Provide information, guidance, and technical aid.

- Inform person to provide advance notice to you of a move. This will help speed the processing of relocation claims.

7. **Person Chooses Replacement Property and Moves**

a. Household:

- Inspect unit before move to ensure it is decent, safe, and sanitary. (Note: Replacement housing or rental assistance claims cannot be paid until the property is inspected and determined to be decent, safe, and sanitary.)

- Issue advance payment, when needed.

b. Business person:

- Upon notification of move, inspect personal property at displacement site.

- Issue advance payment, when needed.

- Inspect personal property at replacement site to ensure it was moved.

8. **Process Claims and Make Payments**

   a. Assist person in preparing and filing claim(s).

   b. Review claims and promptly issue payments.

   c. Deal with complaints quickly and equitably. Assist in preparation of appeal, as appropriate.

RELOCATION APPEALS PROCEDURES

The Uniform Act requires the establishment of a method of receiving and resolving relocation appeals. This procedure is applied when an individual or business states, in writing, that it did not receive the protection and benefits of the Uniform Act; and, as a result was not fairly compensated for their relocation.

Grantees need to develop an appeals procedures whereby the individual or business first submits a written appeal to the Grantee. The Grantee shall consider the appeal and try to resolve it. If resolution is not possible, the person may submit a written appeal to DCD. DCD has developed a procedure for considering appeals. If an appeal is received by DCD, we shall inform the Grantee and outline the procedures to be used. In the event either the aggrieved party or the Grantee is dissatisfied with the DCD determination, the matter will be referred to the courts.

The Grantee Shall Maintain the Following Records:

1. When more than one relocation exists, the grantee will maintain "Relocation Management Control Report (see Illustrations 22, 23, 24, and 25).

2. A separate relocation file shall be maintained for each relocated household, business, farm, or nonprofit organization. The following items must be contained in the file:

   a. Relocation Summary (see Illustration 26)

   b. Log of advisory services and other contracts with the displaced party (see Illustration 25)

   c. Site Occupant Record (see Illustrations 19 and 20)

   d. Proof of receipt and copy of General Information Notice (Illustrations 13, 14, and 15)

   e. Proof of receipt and copy of Notice of Relocation Eligibility (see Illustrations 16,17, and 18)

   f. Proof of receipt and copy of ninty/thirty-day notice to vacate (if applicable, see Illustration 21)

   g. Proof of receipt and copy of ninety-day notice to vacate (if applicable, see Illustration 21b)

   h. Proof of receipt and copy of thirty-day notice to vacate (if applicable, see Illustration 21c)

i. List of all replacement dwelling referrals and onsite inspections of referred dwellings

j. Date acquired unit is vacated

k. Copy of inspection of replacement unit

l. Copies of the appropriate benefit claim forms

m. Documentation verifying eligibility of all claims

n. Documentation proving receipts for all relocation payments

o. Copy of any appeal or complaint filed and the response (if applicable)

SCDP.MAN (5-10 5-24)

ILLUSTRATION 1

STATISTICAL REPORT FORM

Report on Relocation and Real Property Acquisition

U.S. Department of Housing
and Urban Development

Item Three is for HUD Use Only. See instructions on reverse. OMB No. 2506-0011 (Exp. 6-30-88)

1. Project Name	2. Locality (City and State)	
3. Region Field Office State Locality	4. Project Number	5. Grantee
6. Report Year Ending	7. Final Report for the Project/Program YES NO	

8. Program (Check Only One)
___ 01 CDBG Entitlement Program
___ 02 CDBG State Program
___ 03 CDBG-HUD Small Cities Program
___ 04 Urban Development Action Grant
___ 05 Rental Rehabilitation Program
___ 06 Low-Income Public Housing
___ 07 Housing Development Grant Program
___ 08 Other ________

PART A. Persons Displaced by Activities Subject to Uniform Act During Report Year		a Total	b No. of Owners	c No. of Tenants
9.	Households (Families and Individuals			
10.	Busiensses and Nonprofit Organizations			
11.	Farms			

PART B. Relocation Payments and Expenses Under Uniform Act During Report Year			(a) # of claims	(b) Amt Paid
12.	Payments for Moving Expenses for Households	Actual Expenses (Section 202(a)		
13.		Fixed Payment Including Dislocation Allowance (Section 202(b)		
14.	Payments for Moving Expenses for Businesses and Nonprofit Organ.	Actual Expenses 202(a)		
15.		Payment in Lieu of Actual Expenses Section 202(c)		
16.	Payments for Moving Expenses for Farms	Actual Expenses (Section 202(a)		
17.		Payment in Lieu of Actual Expenses Section 202(c)		
18.	Replacement Housing Payments for Homeowners (Section 203(a))			
19.	Rental Assistance Payment (Tenants and Certain Others) (Section 204(1))			
20.	Downpayment Assistance (Tenants and Certain Others) (Section 204(2))			
21.	Housing Assistance as Last Resort (Section 206(a))			
22.	Relocation Advisory Assistance and Services Cost (Section 205)			
23.	Total (Sum of Lines 12 through 22)			
PART C. Displacement During the Report Year Not Subject to Uniform Act				
24.	Moving and Related Expenses			
25.	Replacement Housing Payments (Homeowner and Rental)			
PART D. Real Property Acquisition Subject to Uniform Act During Reporting Year				
26.	Total Parcels Acquired			
PART E. Administrative Relocation Appeals Filed Under Uniform Act Report Year				**Total No.**
27.	Total Number of Administrative Relocation Appeals Filed in Connection with Project/Program			

Name of Person Preparing Form and Date	Signature of Approving Officer and Date
Title and Phone No.	Title

F IV/42-1

INSTRUCTIONS FOR PREPARATION OF FORM HUD-40001

1. **Report Coverage.** With the acceptance of Part C, all entries on this report cover activities subject to the Uniform Relocation Assistance and Real Property acquisition Policies Act of 1970. P.L. 91-646 (herein called the "Uniform Act"). Par C covers relocation payments to persons displaced by an activity not subject to the Uniform Act. Do not duplicate on any report any activities reported to HUD as part of another project.

2. **Report Period.** Each report covers only activities for the 12 month period, October 1-September 30. **Do not report** any activities occurring before the report period, even if they were not previously reported to HUD.

3. **Separate Report for Each Project/Program.** A separate report must be submitted for each HUD-assisted project (or program) for which relocation or real property acquisition activities have been authorized, unless a Final Report for the project has previously been submitted to HUD. Under the Community Development Block Grant (CDBG) Program, a State or entitlement grantee shall submit a single consolidated report covering all the activities under its CDBG program during the report period (regardless of fiscal year of funding).

4. **Where and When to Submit Report.** Submit an original and one copy of this report to DCD as soon as possible after September 30, but **NOT LATER THAN** October 25.

5. **How to Report Relocation Claims.** The full amount of a relocation payment shall be reported as if entirely disbursed in the year during which the total payment entitlement was approved, even if the claim is being paid in installments over a period of years.

6. **How to Report Dollar Amounts.** Round out all money entries to the nearest dollar. Do not include decimal points. For example $948.49 shall be reported as $948 and $948.50 shall be reported as $949.

7. **Part A. Persons Displaced.** Report in Column (a) the number of families and individuals (Item 9), businesses and nonprofit organizations (Item 10), and farms (Item 11) who were displaced by project or program activities and moved to their replacement dwelling or location during the report period. This includes businesses, nonprofit organizations and farms which, upon displacement, discontinued operations. A family shall be reported as "one" household, not by the number of people in the family unit, in Column (b) and (c), report persons according to their status as "owners" or "tenants" of the property from which displaced.

8. **Part B. Relocation Payments and Expenses Under the Uniform Act.** Part B covers relocation payments and expenses incurred in connection with activities subject to the Uniform Act. The Section of the Uniform Act which authorizes the cost is indicated in parentheses.

   Columns (a) and (b). Report in Column (a) the number of claims approved during the report period. For items 12 through 21, report in Column (b) the total dollar amount represented by the claims reported in Column (a).

   Item 21: Report in Column (a) the number of households displaced by an activity subject to the Uniform Act that were provided assistance in accordance with Section 206(a) Housing Assistance as Last Resort) of the Uniform Act. Report in Column (b) the total financial assistance to such households that was approved under Section 206(a) of the Uniform Act. If a household is provided housing in lieu of a payment, report the estimated equivalent financial assistance. (If a household received financial assistance under Section 203 or 204 of the Uniform Act as well as under Section 206(a) of the Uniform Act, report the household as a claim in Column (a), but in Column (b) report only the amount of financial assistance in excess of the Section 203 or 204 limit. For example, if a tenant-household receives a payment of $5,000 to rent a replacement dwelling the sum of $4,000 shall be included in Item 19, Column (b), and $1,000 shall be included in Item 21, Column (b).

   Item 22. Report on Item 22 total expenses incurred in providing relocation advisory assistance and services under Section 205 of the Uniform Act during the report period.

9. **Part C. Displacement Not Subject to the Uniform Act.** Part C only covers relocation payments to persons displaced by an activity not subject to the Uniform Act.

   Columns (a) and (b) Report in Column (a) the number of approved claims by persons displaced by an activity which is not subject to the Uniform Act. These include claims paid in connection with CDBG and UDAG activities under Section 104(j) of Title 1 of the Housing Act of 1974, as amended, claims paid to residential tenants in accordance with Rental Rehabilitation and/or Housing Development grant program regulations, and any other claim under State or local law or a written policy established in accordance with CDBG program regulations that is paid to a person who is not eligible for assistance under the Uniform Act. Report in column (b) the total dollar amount represented by the claims reported in Column (a).

   Items 24 and 25. Item 24 covers moving and related expenses (actual and fixed payments) paid to households (families and individuals), businesses, farms and nonprofit organizations. Item 25 covers replacement housing payments, including rental assistance payments and downpayments provided to families and individuals.

10. **Part D. Real Property acquisition Subject to the Uniform Act.** Report in Column (a) all parcels acquired where title or possession was vested in the acquiring agency during the report period. (Include parcels acquired without HUD financial assistance if there was or will be HUD financial assistance in other phases of the project or program.) Report in Column (b) the total amount paid or deposited in court as "just compensation" for the parcels acquired. Do not include any amounts paid for incidental expenses or interest on a court award. (The term "parcel" means any tract or contiguous tracts of land in the same ownership, whether one or more platted lots or parts of lots. An easement, a separate ownership of mineral rights, or other separately held interest, if acquired separately, is considered to be a separate parcel.)

11. **Part E. Administrative relocation Appeals Filed Under Uniform Act During Report Period.** Report in Item 27 the total number of administrative relocation appeals (grievances) filed during the reported period by a person alleging that the displacing agency failed to properly determine the person's eligibility for, or the amount of, a relocation payment required under the regulation (24 CFR Part 42).

ILLUSTRATION 2

Sample

NOTICE TO OWNER

______________________ (Owner's Name)	______________________ (Community Name)
______________________	______________________ (Project Title)
______________________	
______________________ (Complete Mailing Address)	______________________ (Parcel Number)
______________________ (Area Code/Telephone Number)	

The (acquiring agency) is interested in acquiring your property to undertake the above project. A description of the property to be acquired is as follows:

____
____
____

An appraisal will be made of your property and you will be given the opportunity to accompany the appraiser when your property is inspected.

You also have certain rights under federal law and a copy of the HUD brochure "When a Public Agency Acquires Your Property" is being enclosed to explain your rights.

This Notice is not a notice to vacate your property and it does not establish eligibility for relocation payment or other relocation assistance under federal regulations.

A representative of (acquiring agency) will be contacting you shortly to explain the procedures and your rights.

Sincerely,

F III/32-1

ILLUSTRATION 3

202.21 OUTLINE OF APPRAISAL REPORT

A. Table of Contents

B. The Valuation Summary and Conclusions form should show the following information:

1. State project number
2. Parcel number
3. County, owner
4. Property address
5. Appraisal date
6. Right and interests appraised
7. Zoning
8. Present use
9. Highest and best use - before and after
10. Land area
11. Lot size
12. Improvements
13. Summary of appraisal
14. Final estimate of value

C. Parcel Sketch

The appraiser shall show on the parcel sketch:

1. Boundary dimensions of entire ownership
2. North arrow
3. Location of improvements
4. Location of roadways and access points
5. Area to be acquired (colored in)
6. Area of each remainder
7. Name of streets or roads abutting the property
8. Distances from taking areas to improvements
9. Landscaping, fencing, or other significant features

D. Purpose of the Appraisal

This shall include a statement on the values to be estimated, and any special items to be included, such as separation of interests, or valuation of easements, certain buildings, improvements, or fixtures.

E. Definition of Market Value

F. Statement of Contingent and Limiting Conditions, if any

G. Description of city or area

A brief description of area should be terminated with a conclusion as to the future trends in property values, and the relationship to the future of the subject property.

H. Description of Neighborhood

A brief description of the neighborhood should explain how it affects the value, and the highest and best use of the property. The use of properties in the immediate area of the subject property should be shown.

Depending on the type of property, and scope of the problem, the items that are significant to the valuation should be covered.

I. Land or Site Description

The description of the land or site should include the dimensions and area, topography and drainage, utilities, easements, and all factors that are important to its potential use.

J. Zoning

The permitted uses, parking requirements, and other pertinent factors should be listed. If zoning could be changed, there should be a full discussion, and reasons why there is a probability of change. If it is desirable to present a full copy of the ordinance, it should be included in the exhibit section of the report.

K. 5-Year History of Ownership of the Subject

For all transactions during the past five years show the following:

1. Grantor
2. Grantee
3. Date of purchase
4. Verification
5. Recorded data showing book and page
6. If sales details are not obtainable, or the property has not sold in the past five years, the appraiser should so state.

Analyze the details of the sale and relationship to the present value of the property.

L. Assessments and Taxes

The affect of taxes and any special assessments should be discussed.

M. Description of Improvements

This description should include the following:

1. Age and condition
2. Dimensions and area
3. Design and layout, number of units, rooms, etc.
4. Construction details and finish
5. Functional utility
6. Equipment, fixtures and how they add value to building
7. Site improvements
8. Building sketch and building analysis to be verified by appraiser (included if buildings are taken).

N. Highest and Best Use

The highest and best use of the property as improved shall be discussed. If the existing use is not the highest and best use, in either the before or after situation, it is necessary to explain the factors that justify and support a different use. If there is a possibility of a change in zoning, the highest and best use, should be stated, and a reference made to the section on zoning for a full discussion on the change.

O. Appraisal of Property Before the Taking

Use the most applicable approach or approaches to value. In most cases, the only approach necessary will be the market approach when there is sufficient sales data available. In some cases, the cost approach will be the most appropriate approach.

P. Market Approach

Discuss the real estate market in the area, and tell something about the number of properties being sold, and on the market. Briefly discuss the number of sales that were investigated in order to select those that are most comparable to the subject property.

The information on comparable sales properties shall be compelted on an appropriate form. Forms are provided for land, residential, commercial, industrial, and farms. The following information should be furnished:

-Property address
-Grantor
-Grantee
-Legal description
-Present use
-Zoning
-Highest and best use
-Utilities
-Unusual conditions of sale
-Reason for buying or selling
-Identified photographs of principal improvements
-Financing
-Price paid
-Date of sale
-The name of the person confirming the price and conditions of sale
-Total area
-Dimensions
-Improvements

Comparable sales map showing location of each sale and the subject property.

The basic steps of the market approach are as follows:

1. The selection of an appropriate unit of comparison, such as square foot,. acre, room, etc.

2. The explanation of the adjustments for differences between the comparable sale and the subject property.

3. When a part of the consideration for the property includes a contract for deed or financing provided by the seller, the comparable sale price should be adjusted to be equivalent to cash, when justified. A complete explanation shall be provided showing how the cash value was determined.

4. The direct comparison of each item requiring adjustment from each comparable sale to the subject. If superior - state how, if inferior, state how. These must be specific for the comparable sales and the property being appraised.

5. The estimate of the amount of each adjustment in dollars or percentage amounts.

6. The adjustments and reasoning shall be shown on a form entitled ANALYSIS OF COMPARABLE SALES. The explanation of the reasoning for the adjustments must be shown on the form or a separate page.

7. The explanation of the amount of the adjustment made by abstracting values from sales, on the basis of cost, or other methods.

8. It is important that the sales selected are comparable to the subject property, and bracket the value.

9. The gross rent multiplier or gross annual multiplier may be used as a major unit of comparison.

10. Include a written summary of the correlation of the comparable sales into an estimate of market value by this approach.

Q. Cost Approach

1. Land Value is estimated by the market approach, using the appropriate forms for information on the comparable sales, and the analysis of the sales. It is important to select comparable sales that have similar zoning, uses, and are similar in size and location. Adjustments, shall be explained and based on market analysis, and lead to the estimate of land value.

2. The reproduction or replacement cost estimate should be explained and supported. It may be necessary to use more than one data source, such as a cost service and a local contractor.

   The specific source of cost data must be shown; the name of the local contractor or the name and page of cost index. The specifications for the buildings should be accurate, and conform with description of the improvements.

   Cost estimates may be supported by showing the cost of recently completed comparable structures. These must be identified and analyzed with appropriate adjustments.

Depreciation is estimated as follows:

a. Market method

The subject property is compared to sale properties on which depreciation rates have been calculated. Space is provided on Comparable sales forms for this calculation. Land value and costs at the time of sale are used.

b. Observed method

The property is inspected thoroughly.

The physical, functional and economic depreciation is estimated separately, showing a dollar or percentage amount for each type.

A short explanation of the three types of depreciation shall be given specifically showing how they relate to the depreciation of the subject property.

R. Income approach

1. This approach should be used when there is sufficient data available to develop the approach. It is applicable to income property which an investor will buy for a return on his investment. The present rental income for the current year should be shown. Using a unit of rental comparison, such as square foot, room, or apartment, etc., estimate the current economic rent of the subject. In estimating the economic rent, explain differences between the comparable rental property and the subject.

2. The appraiser should show actual expenses for the current year. He may prepare a stabilized statement showing each item of expense in which he estimates the expenses for an average year. The appraiser should be careful to include all normal expenses that are involved in the production of net income to the real estate.

3. Capitalization of net income shall be at the rate prevailing for the type of property and the location. Capitalization rates should be supported by development of rates from sales of comparable properties that provide information on rental rates and return on the investment.

S. Correlation and final value estimate

The correlation should show the separate indications of value indicated by each approach. It is important to review the strong and weak points in each approach, and present good reasons for the final value estimate.

T. Description of Property Taken (Partial Takings)

The description of property taken should include description of both land and improvements and refer to the parcel sketch and to other appropriate exhibits in the report.

U. Description of Property After Taking

The description of the land or site will include the dimensions and area, topography and drainage, access and all factors that are important to its potential use after the taking. Any changes in highest and best use should be explained fully.

V. Appraisal of Property After Taking

1. The most applicable approaches to value should be used.

2. The appraiser should follow the same steps as used to estimate the before value.

3. The appraiser should select comparable sales that are similar to the property after the taking and that bracket the subject property in value.

4. If support by the usual methods of market or cost or income data is not feasible, the appraiser shall so state, and explain why it is not feasible. In such instances, the appraiser must then fully explain the reasoning for his after value estimate.

5. It is important to explain any estimates for improvements, fencing, landscaping, and the reasoning of any item of damage.

W. Allocation of Damages and Correlation

The allocation must show the land area acquired and its estimated value, the improvements taken and their estimated value, and the severance damages, if any, to the remainder. This allocation is required by law.

The total amount will equal the difference between the before and after value.

<u>Final</u> damage and value estimates should be rounded, in order to be realistic of what is found in the market.

Where damages or value are less than $500, rounding to the <u>nearest</u> $50 is appropriate. On parcels over $500 rounding to the nearest <u>$100</u> will be considerate appropriate. On larger parcels, the amounts may be more as reflected in the market, but rounding should be limited to final estimates.

X. Legal Description

Federal Aid Project Number must be shown on Federal Aid projects only.

Y. Photographs

Identified photographs of the subject property, including all principal above ground improvements or unusual features affecting the value of the property shall be included in the report.

1. A good front photograph will be placed in the beginning of the report, with date taken shown.

2. Photographs will show rear and side views of principal buildings.

3. Photographs may be mounted on plain white paper with appropriate captions, including date taken.

4. Photographs of unusual features, equipment, and interiors should be included when appropriate.

5. Aerial photographs may be included to show other features of the property and the area.

Z. Certificate of Appraiser

AA. Qualifications of Appraiser

LIST OF FORMS AVAILABLE

FORM	FORM NUMBER
A. Valuation Summary and Conclusion	
Urban Property-Total Taking	Mn/DOT TP 25459-01
Urban Property-Partial Taking	Mn/DOT TP 25357-01
Rural Property	Mn/DOT TP 25390
B. Comparable Sales	
Residential	Mn/DOT TP 24359
Commerical-Industrial	Mn/DOT TP 25365
Land	Mn/DOT TP 25361-01
Rural Property	Mn/DOT TP 2550
C. Analysis of Comparable Sales	
Residential	MHD 25358
Commercial-Industrial	Mn/DOT TP 25363
Comparison Grid for Industrial and Commercial Property	Mn/DOT TP 25362
Analysis of Comparable Properties -Rural	Mn/DOT TP 02599-01
Table of Adjustments to Comparable Sales - Rural	MHD 25386
Market Approach - Improved Properties	Mn/DOT TP 25462-01
Land	Mn/DOT 25360
D. Cost Approach	
Urban Property	Mn/DOT 25699-01
Rural Property	Mn/DOT 25378
E. Income Approach	Mn/DOT TP 25366-01

FORM	FORM NUMBER
F. Classification - Appraisal Sheet	
Personal Property or Fixtures	Mn/DOT 25328
G. Full and True Valuation	Mn/DOT 25258
H. Certificate of Appraiser	Mn/DOT 25388
I. Review Analysis	
Urban Property-Total Taking	Mn/DOT TP 2557
Urban Property-Partial Taking	Mn/DOT TP 2559
Rural Property	Mn/DOT TP 25694
J. Appraisal Checklist	Mn/DOT 25371

ILLUSTRATION 4

Uncomplicated Acquisition Appraisal

S.P.____________________________ Zoning____________________________

Parcel No. _______________________ Present Use _______________________

Owner ____

Property Address ____

____

Highest and Best Use:

Before __________________________ After ____________________________

(Unit land value is supported by: land value in the appraisal of Parcel No. ______, Project Comparable Sales Book ________, as Comparable Sales No. ______, comparable sales attached hereto ____________________________).

__Land to be Acquired__:

________________________ acres @ ___________________________ = ________________

________________________ acres @ ___________________________ = ________________

Total ________________

__Easement to be Acquired__ (Temporary ______ Permanent ______):

________________________ acres @ ___________________________ = ________________

________________________ acres @ ___________________________ = ________________

Total ________________

__Improvements to be Acquired__:

Description of Improvement	Value
Total	

Damages to Remainder:

Description of Damaged Items | Value

______________________________ ______________

______________________________ ______________

______________________________ ______________

Total ______________

Total Estimated Fair Market Value of Acquisition and Remainder Damage ______________

Appraiser: ______________________________

Date of Signature: ______________________________

DESCRIPTION OF PROPERTY BEFORE ACQUISITION:

DESCRIPTION OF ACQUISITION:

DESCRIPTION OF PROPERTY AFTER ACQUISITION:

Five Year Sales History

From	To	Date	Book & Page	Consideration Indicated	Consideration Verified

REMARKS OR ADDITIONAL DOCUMENTATION:

CERTIFICATE OF APPRAISER

S.P. __________ ____ Parcel ____________

I hereby certify:

That on ____________________________(date(s)), I have personally inspected the property herein appraised and that I have afforded the property owner the opportunity to accompany me at the time of the inspection. Such opportunity was afforded to ____________________________(name of owner) on __________________ (date(s), and said individual (did, did not) choose to accompany me. I have also, on __________ (date(s)), personally made a field inspection of the comparable sales relied upon in making said appraisal. The subject and the comparable sales relied upon in making appraisal were as represented by the photographs contained in said appraisal.

That to the best of my knowledge and belief, the statements contained in the appraisal hereinabove set forth are true, and the information upon which the opinions expressed therein are based, is correct; subject to the limiting conditions herein set forth.

That I understand that such appraisal is to be used in connection with the acquisition of right of way for a transportation improvement to be constructed by the acquiring agency, and that such appraisal has been made in conformity with the appropriate State laws, regulations, policies and procedures applicable to appraisal of right of way for each purposes, and that to the best of my knowledge no portion of the value assigned to each property consists of items which are noncompensable under the established State law.

That in making this appraisal, I have disregarded any increase or decrease in the before value caused by the project for which the property is being acquired.

That neither my employment nor my compensation for making this appraisal and report are in any way contingent upon the values reported herein.

That I have no direct or indirect present or contemplated future personal interest in such property or in any benefit from the acquisition of such property appraised.

That I will not reveal the findings and results of such appraisal to anyone other than the proper officials of the acquiring agency until authorized by agency officials to do so, or until I am required to do so, by due process of law, or until I am released from this obligation by having publicly testified as to such findings.

That my independent opinion of the fair market value of the acquisition as of the ______________ day ________________________ 19 ___ is ____________________ and that the conclusion set forth in this appraisal was reached without collaboration or direction as to value.

____ ______________

Signature Date

F V/17-2

MnDOT TP-25361-01
(Revised 3-80)

Comparable Sales - Land

Property Address ______________________________ County ____________

Grantor ______________________________ Grantee ____________________

Legal Description ____

____

Present Use ________________ Zoning ____________ Best Use ____________

Sewer ____ Water _____ Sidewalk _____ Curb & Gutter _____Street Surface _______

Financing ______________________________ Date of Sales _______

Conditions of Sale ______________ ____Confirmed With Grantor __________ Grantee __________ Broker __________

____

Confirmed by ________________________ Confirmed Sale Price $__________

Special Assessments Assumed ______________________________________

Photo and Sketch of Comparable Property

Descriptive Date ____

____

Land Topography ____

Size: Frontage ________________ Depth ____________ Acres ____________

Per Multiple Unit $ ________________ Per Front Foot $________________

Per Acre $________________________ Per Square Foot $________________

Per Site $ ________________________ Comparable No. ________________

MnDOT TP-2550(12-79)
Rural Property

Comparable Sales

Property Address ______________________________ County ____________

Grantor ____________________________ Grantee ____________________

Legal Decription ____

____

Present Use ________________ Zoning ___________ Best Use __________

Financing ___________________________________ Date of Sales _______

Unusual Conditions of Sale ________ ___Confirmed With Grantor __________
Grantee __________
Broker __________

____

Confirmed by __________________________ Confirmed Sale Price $__________

Total Farm Acreage __________ Average price per acre $__________________

Subsequent improvements: _______________________$__________________

Utilities: Electric ___________ Adjusted Present Worth $______________
Telephone __________
Water _____________ Adjusted Price per Acre $______________

Breakdown of Present Worth by Appraiser

________ Acres ____________________ at $____________ $__________
________ Acres ____________________ at $____________ $__________
________ Acres ____________________ at $____________ $__________
________ Acres ____________________ at $____________ $__________

Princ. Bldg.	Sq. Ft. Area	Unit Rate	Cost New	Depr.	Present Value
					$
					$
					4

Utility Value of Miscellaneous Improvements

____ $__________

____ $__________

Total $__________

Land Topography __________ **Erosion and Drainage** __________

Other Comments ______________________________

____

Income Date __________ **Comparable No.** __________

F V/17-4

ILLUSTRATION 5

Appraisal Review Analysis
Rural Property

STATE OF MINNESOTA

Project ______________________ County __________________ Parcel ________

Fee Owner ____

Property Address ____

Appraisals by: ___________________________ ___________________________

Entire Tract ______ Acres	Entire Tract ______ Acres
Land Taking Estimate	**Land Taking Estimate**
________ Ac.________/________ $________	________ Ac.________/________ $________
________ Ac.________/________ $________	________ Ac.________/________ $________
________ Ac.________/________ $________	________ Ac.________/________ $________
________ Ac.________/________ $________	________ Ac.________/________ $________
Buildings ________/________ $________	Buildings ________/________ $________
Fence ________/________ $________	Fence ________/________ $________
Landscaping ________/________ $________	Landscaping ________/________ $________
Total ______________________ Ac.	Total ______________________ Ac.
Severance Damage	**Severance Damage**
______________________ $________	______________________ $________
______________________ $________	______________________ $________
______________________ $________	______________________ $________
______________________ $________	______________________ $________
______________________ $________	______________________ $________
Total $________	Total $________

Review Comments

On the basis of analysis of the appraisal(s) of this parcel and further investigation and inspection when necessary, the recommended estimate of market value, unencumbered, is $ ____________ as of ____.

I have no direct or indirect, present or contemplated, interest in this property or expect in any way to receive any special benefit from the acquisition of this property.

VALUE OR DAMAGE ESTIMATE CERTIFIED BY:

____ ____________________
Review Agent Date

Approved by:

____ ____________________
County/City Official Date

F V/15-1

ILLUSTRATION 6

Appraisal Report Review Status and Evaluation

County	Project Title	Parcel Number	Acres	Appraised Amount

Review Requested by:

(Owners Name)
(Mailing Address)
(Area Code/Telephone Number)

Appraisal 1, 2, or 3

Appraisal Date:

*Problem: Yes No

*Rejection: Yes No

*Approval: Yes No

*Comment:

Field Review

Assignment

Title Information

Rights Appraised

Severance

Highest and Best Use

Theory and Application

Calculations

Format

Reviewer ____________________

Signature ____________________

F IV/43-1

ILLUSTRATION 7

Offer to Purchase
Statement of Compensation

Owners Name	Project Title
Mailing Address	Parcel Number
Telephone Number	

The (acquiring agency) hereby offers all interested parties who may have an interest in the real estate to be acquired the sum of $_______________, which has been estimated to be just compensation for such property and rights based upon the fair market value of the property. A summary of the amount set out above as just compensation is as follows:

A. Identification of the real property to be acquired.

1. Legal description of the Property
2. Street address or other identification of property.

B. Type of interest being acquired.

(Fee simple, permanent easement, temporary easement, etc.)

C. Identification of improvements including fixtures which are to be acquired.

1. Buildings or other structures
2. Special purpose immovable fixtures

D. Identification of real property improvements including fixtures not owned by the owner of the land.

Item	Owner

E. Summary of fair market value and offer.

1. Land and Improvements	$__________________
2. Damages	$__________________
3. Less Benefits	$__________________
4. Total	$__________________

(PROPERTY OWNER IMPROVEMENT RETENTION OPTION)

If you wish to retain, for their salvage value, any of your buildings or improvements which are considered to be a part of the real property, including fixtures, removeable building equipment and any trade fixtures, you may do so providing any such buildings and/or improvements are removed from the above described real property.

Items considered property of the owner that may be retained and their salvage value are:

(List all improvement that may be retained by the property owner.)

This offer is based on a review and analysis of an appraisal(s) of this property by a qualified appraiser(s).

This amount is not less than the approved appraisal of its fair market value. Our appraisers did not consider any increase or decrease in the fair market value caused by the project for which your property is to be acquired or the likelihood that it would be acquired, other than physical deterioration within your reasonable control. Our determination of just compensation does not take into consideration any relocation assistance and payments, which you may be entitled to receive. In addition, no consideration is given to the settlement costs, which we agree to pay, in establishment of just compensation.

Our offer to you is based on Fair Market Value. As defined by the Minnesota State Supreme Court, fair market value of a piece of property is the amount of money in cash which a purchaser, willing but under no compulsion, would pay to an owner, willing but no obliged to sell, with both parties being fully informed.

If you decide to accept the offer, the parcel will be acquired by direct purchase and you will be paid upon satisfactory evidence of merchantable title. If the offer is unacceptable, indicate to (name) at (acquiring agency) (telephone number) the reasons why you feel this offer is not acceptable.

Your signature on the OFFER TO PURCHASE is only for the verification that such an offer has been made to you and does not prejudice your right to have the final amount determined through condemnation proceedings in the event you do not accept the offer.

I CERTIFY THAT, on this __________day of ______________, 19__ a copy of this document was delivered to me by the undersigned Right of Way Agent and a copy of a brochure explaining the land acquisition process and the owner's rights, privileges, and obligations has been provided me.

____

Signature of Owner

F V/14-1

ILLUSTRATION 8

Acceptance of Less than Just Compensation

I have been informed of my rights to receive just compensation based on the appraised value.

I have accepted an amount which is less than the appraised value, but I am satisfied that I will be receiving a fair price for my property.

I have accepted an amount less than the appraised value for the following reasons:

(Signature of Owner)	(Date)
(Property Address)	(Parcel Number)

F IV/44-1

ILLUSTRATION 9

Acceptance of More than Just Compensation

I have accepted an amount more than the appraised value of my property for the following reasons:

_______________________________________ _______________
(Signature of Owner) (Date)

_______________________________________ _______________
(Property Address) (Parcel Number)

F IV/45-1

Settlement Statement

Project:
Parcel No.:
Property Identification:
Purchase Price:

Purchaser:
Seller(s):

Closing Date:

Due Seller		Check No.
Purchase Price		
Total Due Seller		

Disbursements for Seller

Current Real Estate Taxes		
Delinquent Taxes		
Assessments		
Delinquent Utility Billings		
First Outstanding Mortgage		
Second Outstanding Mortgage		
Recording Mortgage Satisfaction(s)		
Prepaid Rent		
Deposits		
Total Disbursements		
Total Due Seller		
Total Disbursements		
Net Due Seller		

F IV/46-1

Costs Paid by Purchaser		Check No.
Abstract Continuation		
Recording Fees		
Closing Costs		
Transfer Tax		
Mortgage(s) Prepayment Penalties		
Pro-Rata Real Estate Taxes		
Pro-Rata Utility Charges		
Appraisal Costs		
Court-Awarded Costs		
Total Costs Paid by Purchaser		

REMARKS

The Settlement herein set forth is hereby approved as true and correct.

Purchaser: ______________________________

Seller(s): ______________________________

ILLUSTRATION 11

SITE ACQUISITION MANAGEMENT CONTROL REPORT PROJECT NAME AND NUMBER ______________ STATUS AS OF ______________

			DATE				WRITTEN PURCHASE OFFER			CONDEMNATION						
PARCEL NUMBER	ADDRESS OF PROPERTY	NAME OF OWNER(S)	DETER TO ACQUIRE	SURVEY COMPL	TITLE EVIDENCE RECEIVED	REVIEW APPRAISAL RECEIVED	DATE	AMOUNT	DATE OF CONTRACT	DATE SUIT FILED	DATE OF COURT AWARD	INTEREST ON COURT AWARD	PURCHASE PRICE OF PROPERTY	SETTLEMENT COSTS	CONSTRUCTION DATE	REMARKS
								$				$	$	$		

ILLUSTRATION 12

SITE ACQUISITION SUMMARY

Address of Property ______________________________

____

Name of Tenant(s) ______________________________

____

____

Name of Owner(s) ______________________________

____

Address ______________________________

____

Project Name ______________________________

Project No. ______________________________

Project Approval Date ____________

Home Phone (   ) ______________________________

Business Phone (   ) ______________________________

Check		Date
_____	Official Determination to Acquire Property	_________
_____	Preliminary Acquisition Notice	_________
_____	Title Evidence Obtained	_________
_____	Survey Obtained	_________
_____	Invitation to Accompany Appraiser	_________
_____	Appraisal and Review Report(s) Completed:	
	Appraisal #1 (Name of Appraiser ____________________)	_________
	Review Appraiser #1's Report (Name of Reviewer ____________________)	_________
	Appraisal #2 (Name of Appraiser ____________________)	_________
	Review Appraiser #2's Report (Name of Reviewer ____________________)	_________
	Appraisal #3 (Name of Appraiser ____________________)	_________
	Review Appraiser #3's Report (Name of Reviewer ____________________)	_________
_____	Determination of Just Compensation	_________
_____	Written Purchase offer and Statement of Basis for the Determination of Just Compensation	_________
_____	Purchase Agreement Executed	_________

Check		Date
_____	Deed Executed	__________
_____	Purchase Price Paid	__________
_____	Settlement Costs Paid	__________
_____	Deed Recorded	__________

IF ACQUIRED BY CONDEMNATION:

_____	Condemnation Proceeding Instituted	__________
_____	Just Compensation Deposited with Court	__________
_____	Court Award	__________
_____	Payment of Deficiency Judgement	__________

F II/15-1

ILLUSTRATION 13

Sample

GENERAL INFORMATION NOTICE

Relocation Assistance to Displaced Homeowners

(Grantee Letterhead)

(Owner's Name)
(Mailing Address)
(Area Code/Telephone Number)

(Date)
(Project Title)
(Case Number)

Dear ____________:

On (date), the (acquiring agency) mailed you a notice of its interest in acquiring your property.

This is a General Information Notice of the (acquiring agency) relocation program.

You may be displaced from your property and may be eligible for certain relocation costs and advisory services. PLEASE DO NOT MOVE BEFORE WE HAVE INITIATED NEGOTIATIONS AND HAVE ISSUED YOU A NOTICE OF RELOCATION ELIGIBILITY, WHICH PROVIDES RELOCATION ELIGIBILITY AND INFORMS YOU OF COMPARABLE REPLACEMENT DWELLINGS SUITABLE FOR YOUR NEEDS.

Relocation payments for which you may be eligible include the following:

1. Payment for your moving expenses. You may receive either:

   a. A payment for actual reasonable moving and related expenses, or

   b. A fixed payment.

2. Payment to help buy (or rent, if your prefer) a comparable replacement dwelling. There are three kinds of replacement housing payments:

   a. A replacement housing payment for a 180-day homeowner.

   b. A rental assistance payment.

   c. A downpayment assistance payment.

You are eligible for moving expenses and are considered eligible for the other relocation payments if you have lived at the property being acquired for at least 180 days prior to being delivered the initial written offer to purchase the property. If you have lived in your property for at least 90 days, you may be eligible for a rental assistance payment or a down payment assistance payment.

After you have completed your move, you will be provided staff assistance in filling out forms that must be submitted to receive your relocation payments.

You will be given reasonable relocation advisory services, including referrals to suitable replacement dwellings, assistance in filing payment claims, and assistance to help you relocate.

You will not be required to move without at least 90 days advance written notice and you cannot be required to move unless a comparable replacement dwelling has been made available.

If you disagree with the agency's decision as to your right to a relocation payment or the amount of a payment, you may appeal the decision to the agency.

I am enclosing a booklet titled, "Relocation Assistance to Displaced Homeowners." Please read the booklet carefully. It explains your rights and some things you must do to obtain a payment. (For example, to obtain a replacement housing payment, you must move to a decent, safe, and sanitary home within one year after you vacate your present home.)

A member of this office will soon contact you to determine your needs and preferences and to help you find and relocate to suitable replacement housing. He/she will explain your rights and help you to obtain the relocation payments and other assistance which are rightfully yours.

In the meantime, if you have any questions, please call (Name), (Title). He/she can be reached at (phone) or (address). We are sure that Mr./Ms. (Name) can answer your questions.

Sincerely,

Enclosure

PM III/10-CP

ILLUSTRATION 14

Sample

GENERAL INFORMATION NOTICE

Relocation Assistance to Tenants Displaced from Their Homes

(Grantee Letterhead)

(Owner's Name)
(Mailing Address)
(Area Code/Telephone Number)

(Date)
(Project Title)
(Case Number)

Dear ____________:

On (date), the (acquiring agency) mailed a notice to the owner of the building located at __________ of its intent in acquiring the property.

This is a General Information Notice. Our records indicate that you are occupying this building. To carry out our plans to develop the (identify project), it may be necessary to move you. If you do move, you will be entitled to relocation payments and advisory services. PLEASE DO NOT MOVE BEFORE WE HAVE INITIATED NEGOTIATIONS WITH THE OWNER. We will then issue a Notification of Relocation Eligibility, which provides relocation eligibility and informs you of comparable replacement housing suitable for your needs.

Relocation payments for which you may be eligible include the following:

1. Payment for your moving expenses. You will receive either:

    a. A payment for actual reasonable moving and related expenses, or

    b. A fixed payment.

2. Payment to help rent (or buy, if your prefer) a comparable replacement home. You will receive either:

    a. A rental assistance payment, or

    b. A downpayment assistance payment.

You are eligible for moving expenses and are considered eligible for the other relocation payments if you have lived in your building for at least 90 days prior to the initial written offer to purchase the building you are occupying.

After you have completed your move, you will be provided staff assistance in filling out forms that must be submitted to receive your relocation payments.

You will be given reasonable relocation advisory services, including referrals to suitable replacement dwellings, assistance in filing payment claims, and assistance to help you relocate.

You will not be required to move without at least 90 days advance written notice and you cannot be required to move unless a comparable replacement dwelling has been made available.

If you disagree with the agency's decision as to your right to a relocation payment or the amount of a payment, you may appeal the decision to the agency.

I am enclosing a booklet titled, "Relocation Assistance to Displaced Tenants." Please read the booklet carefully. It explains your rights and some things you must do to obtain a payment. (For example, to obtain a replacement housing payment, you must move to a decent, safe, and sanitary home within one year after you vacate your present apartment.)

A member of this office will soon contact you to determine your needs and preferences and to help you find and relocate to suitable replacement housing. He/she will explain your rights and help you to obtain the relocation payments and other assistance which are rightfully yours.

In the meantime, if you have any questions, please call (Name), (Title). He/she can be reached at (phone) or (address). We are sure that Mr./Ms. (Name) can answer your questions.

Sincerely,

Enclosure

PM III/11-CP

ILLUSTRATION 15

Sample

GENERAL INFORMATION NOTICE

Relocation Assistance to Displaced Businesses, Non-profit Organizations, and Farms

(Grantee Letterhead)

(Owner's Name)
(Mailing Address)
(Area Code/Telephone Number)

(Date)
(Project Title)
(Case Number)

Dear ______________:

On (date), the (acquiring agency) mailed (you/the owner) a notice of its interest in acquiring the building, which you occupy, at (address). The building is the site of (project title).

This is a General Information Notice. To carry out our plans to develop the (project title), it may be necessary for you to move. If you do move, you will be entitled to relocation payments and advisory services. PLEASE DO NOT MOVE BEFORE WE HAVE GIVEN (YOU/THE OWNER) A INITIAL WRITTEN OFFER TO PURCHASE THE BUILDING. We then intend to give you a Notice of Relocation Eligibilty, which will inform you of your eligibility for relocation payments.

Relocation payments for which you may be eligible include the following:

1. Payment for your moving expenses. You will receive either:

   a. A payment for actual reasonable moving and related expenses, or

   b. A fixed payment.

You are considered eligible for the above relocation payments if you occupy the building prior to the delivery of the initial written offer for the purchase of the building.

You will also be given help to reestablish your business and minimize the impact of the move, including help in preparing a claim form for a relocation payment.

You will not be required to move without at least 90 days advance written notice and you cannot be required to move unless a comparable replacement dwelling has been made available.

If you disagree with the agency's decision as to your right to a relocation payment or the amount of a payment, you may appeal the decision to the agency.

I am enclosing a booklet titled, "Relocation Assistance to Displaced Businesses, Nonprofit Organizations, and Farms." Please read the booklet carefully. It will help you determine which of these payments is most advantageous to you.

A member of this office will soon contact you to determine your needs and preferences and to help you find and relocate to a suitable replacement location. He/she will explain your rights and help you to obtain the relocation payments and other assistance which are rightfully yours.

In the meantime, if you have any questions, please call (Name), (Title). He/she can be reached at (phone) or (address). We are sure that Mr./Ms. (Name) can answer your questions.

Sincerely,

Enclosure

PM III/12-CP

ILLUSTRATION 16

SAMPLE

Guideform Notice of Relocation Eligibility -- 180 Day Homeowner

Agency Letterhead

DATE

(Owner's name)
(Mailing Address)
(Area Code/Telephone Number)

RE: (Project Title
Case Number)

Dear ____________:

This is a NOTICE OF RELOCATION ELIGIBILITY. As discussed with you, it will be necessary for you to move after the (agency) acquires your home for the planned (identify project). However, YOU DO NOT NEED TO MOVE NOW. You will not be required to move without at least 90 days advance written notice of the date by which you must vacate. And when you do move, you will be entitled to relocation payments and other assistance in accordance with Federal regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act). The effective date of this Notice is (date of initiation of negotiations). You are now eligible for relocation assistance.

You may choose either (1) a payment for your actual reasonable moving and related expenses, or (2) if you prefer, a fixed payment, consisting of a moving expense allowance of $__________, plus a $200 dislocation allowance. Also, if you owned and occupied your home for at least 180 days prior to (date of initiation of negotiations) and you buy a decent, safe, and sanitary replacement house, you may receive a replacement housing payment to cover the following costs:

1. Differential Amount. If you must pay more to buy a replacement home than you receive for your present home, this amount will cover the difference.

2. Incidental Expenses. This amount covers costs incidental to settlement on your new home, such as recording fees, the title insurance premium, and transfer taxes.

3. Increased Mortgage Interest Costs. This amount will compensate for any additional interest costs that would be incurred if you have a mortgage on your home and must pay a higher interest rate on a mortgage on your replacement home.

Listed below are three "comparable replacement homes" that you may wish to consider buying.

Address	Asking Price	Name and Number of Person to Contact
1.		
2.		
3.		

We would be glad to provide you with transportation to inspect these dwelling units. We believe that the unit at (address) is the most representative of your present home. since that unit would cost $__________ more than we have offered you for your present home, you may be eligible for a differential payment up to $________. This is the maximum differential that you are eligible to receive. If your actual replacement home costs less than $____________, the differential payment would be based on the actual purchase price.

Contact us immediately if you do not agree that these units are comparable to your home. We will explain the basis for our selecting these units. And, if necessary, we will find other units. We will not base your payment on any unit that is not a "comparable replacement home." Should you wish to rent (rather than buy) a comparable replacement home, let us know. We will help you find comparable rental housing and explain your eligibility for a rental assistance payment.

We have previously sent you a booklet entitled, "Relocation Assistance to Displaced Homeowners." Please reread this booklet carefully. It explains your rights and some things you must do to obtain a payment. (For example, to obtain a replacement housing payment you must purchase and move to a decent, safe and sanitary home within one year after you move (or receive your final acquisition payment, if later). Therefore, don't commit yourself to buy or rent a unit before we inspect it.)

I want to make it clear that you are eligible for assistance to help you relocate. In addition to relocation payments and housing referrals, counseling and other services are available to you.

A representative of this office will soon contact you to determine your needs and preferences. He/She will explain your rights and help you find replacement housing and obtain the relocation payments and other assistance for which you are eligible.

In the meantime, if you have any questions, please call (name), title. He/She can be reached at (telephone number) or (address). We are sure that Mr./Ms. _____________ can answer your questions.

Remember, do not move before we have a chance to discuss your eligibility for assistance. This letter is of importance to you and should be carefully filed for safekeeping.

Sincerely,

Enclosure

NOTE: The agency case file should indicate the manner in which the notice was delivered (either hand-delivered or mailed, return receipt requested) and the date of delivery.

F V/18-1

ILLUSTRATION 17

SAMPLE

Guideform Notice of Relocation Eligibility -- Residential Tenant

Agency Letterhead

DATE

(Owner's name)
(Mailing Address)
(Area Code/Telephone Number)

RE: (Project Title
Case Number)

Dear ____________:

On (date), the (agency) submitted a written offer to buy the building at (address). The building is on the site of the planned (identify project).

This is a NOTICE OF RELOCATION ELIGIBILITY. Our records indicate that you are an occupant of this building. To carry out our plans to develop the (identify project), it will be necessary for you to move. However, YOU DO NOT NEED TO MOVE NOW. You will not be required to move without at least 90 days advance written notice of the date by which you must vacate. And when you do move, you will be entitled to relocation payments and other assistance in accordance with Federal regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act). The effective date of this Notice is (date of initiation of negotiations). You are now eligible for relocation assistance.

You may choose either (1) a payment for your actual reasonable moving and related expenses, or (2) if you prefer, a fixed payment, consisting of a moving expense allowance of $__________, plus a $200 dislocation allowance. Also, if you owned and occupied your home for at least 90 days prior to (date of initiation of negotiations) you may be eligible for a replacement housing payment to help you rent or buy a "comparable replacement home." (If appropriate, include statement: If you have not occupied the building for such 90-day period, please contact us immediately.)

Listed below are three "comparable replacement homes" that you may wish to consider:

	Address	Rent and Applicable Utility Costs	Name and Number of Person to Contact
1.			
2.			
3.			

We would be glad to provide you with transportation to inspect these dwelling units. We believe that the unit at (address) is the most representative of your present home. Based on the information available to us, the rent and the estimated cost of (specify applicable utility services) for that unit would cost about $__________ per month more than the rent and the same utility services for your present home. Therefore, you may be eligible for a rental assistance payment up to $ _______ (48 x $______). This is the maximum payment that you would be eligible to receive. IF the rent and the same utility services for your actual replacement home cost less than $____________ per month, your rental assistance would be based on your actual cost.

Contact us immediately if you do not agree that these units are comparable to your home. We will explain the basis for our selecting these units. And, if necessary, we will find other units. We will not base your payment on any unit that is not a "comparable replacement home." Should you choose to buy, rather than rent, a decent, safe and sanitary replacement home, you would be eligible for a downpayment up to $4,000. Let us know if you would prefer to buy a replacement home, and we will help you find such housing.

We have previously sent you a booklet entitled, "Relocation Assistance to Displaced Homeowners." Please reread this booklet carefully. It explains your rights and some things you must do to obtain a payment. (For example, to obtain a replacement housing payment you must purchase and move to a decent, safe and sanitary home within one year after you move (or receive your final acquisition payment, if later). Therefore, don't commit yourself to buy or rent a unit before we inspect it.)

I want to make it clear that you are eligible for assistance to help you relocate. In addition to relocation payments and housing referrals, counseling and other services are available to you.

A representative of this office will soon contact you to determine your needs and preferences. He/She will explain your rights and help you find replacement housing and obtain the relocation payments and other assistance for which you are eligible.

In the meantime, if you have any questions, please call (name), title. He/She can be reached at (telephone number) or (address). We are sure that Mr./Ms. ____________ can answer your questions.

Remember, do not move before we have a chance to discuss your eligibility for assistance. This letter is of importance to you and should be carefully filed for safekeeping.

Sincerely,

Enclosure

NOTE: The agency case file should indicate the manner in which the notice was delivered (either hand-delivered or mailed, return receipt requested) and the date of delivery.

F V/19-1

ILLUSTRATION 18

SAMPLE

Guideform Notice of Relocation Eligibility -- Business

Agency Letterhead

DATE

(Owner's name)
(Mailing Address)
(Area Code/Telephone Number)

RE: (Project Title
Case Number)

Dear ___________:

On (date), the (agency) submitted a written offer to buy the building at (address). The building is on the site of the planned (identify project).

This is a NOTICE OF RELOCATION ELIGIBILITY. Our records indicate that you are an occupant of this building. To carry out our plans to develop the (identify project), it will be necessary for you to move. However, YOU DO NOT NEED TO MOVE NOW. You will not be required to move without at least 90 days advance written notice of the date by which you must vacate. And when you do move, you will be entitled to relocation payments and other assistance in accordance with Federal regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act). The effective date of this Notice is (date of initiation of negotiations). You are now eligible for relocation assistance.

As an occupant of the property, you are eligible to receive a payment for the actual reasonable cost of moving your business. If you meet certain eligibility conditions, you may elect to receive a fixed payment in lieu of a payment for actual moving costs that is based on your average annual net earnings. The minimum fixed payment of $2,500; the maximum is $10,000.

We have previously sent you a booklet entitled, "Relocation Assistance to Displaced Businesses, Nonprofit Organizations and Farms." Please reread this booklet carefully. It will help you determine which of these payments is most advantageous to you.

I want to make it clear that you are eligible for assistance to help you relocate. In addition to relocation payments, counseling and other services are available to you.

A representative of this office will soon contact you to determine your needs and preferences and to help you find and relocate to a suitable replacement location. He/She will explain your rights and help you obtain the relocation payments and other assistance for which you are eligible.

In the meantime, if you have any questions, please call (name), title. He/She can be reached at (telephone number) or (address). We are sure that Mr./Ms. ___________ can answer your questions.

Remember, do not move before we have a chance to discuss your eligibility for assistance. This letter is of importance to you and should be carefully filed for safekeeping.

Sincerely,

Enclosure

NOTE: The Agency case file should indicate the manner in which the Notice was delivered (either hand-delivered or mailed, return receipt requested) and the date of delivery.

F V/20-CP

SITE OCCUPANT RECORD CARD—RESIDENTIAL

PROJECT NAME ____________
PROJECT NO. ____________
RELOCATION CASE NO. ____________
ACQUISITION PARCEL NO. ____________

LOCALITY/AGENCY

DATE OF INITIAL INTERVIEW ____________ INTERVIEWER ____________

NAME OF OCCUPANT ____________ CHECK: ☐ FAMILY ☐ INDIVIDUAL ☐ OWNER ☐ TENANT

ADDRESS ____________ TELEPHONE NUMBER ____________ CENSUS TRACT ____________

DATE OCCUPANT FIRST OCCUPIED DWELLING ____________ EFFECTIVE DATE OF NOTICE OF DISPLACEMENT ____________

RACIAL/ETHNIC CLASSIFICATION

- ☐ WHITE, NOT OF HISPANIC ORIGIN
- ☐ BLACK, NOT OF HISPANIC ORIGIN
- ☐ AMERICAN INDIAN OR ALASKAN NATIVE
- ☐ HISPANIC
- ☐ ASIAN OR PACIFIC ISLANDER

HOUSING COSTS AND CHARACTERISTICS OF ACQUIRED DWELLING

TENANT:
- MONTHLY CONTRACT RENT $______
- AVERAGE UTILITIES $______
- MONTHLY HOUSING COST $______

OWNER:
- MONTHLY MORTGAGE PAYMENT (P&I) $______
- AVERAGE UTILITIES $______
- REAL PROPERTY TAXES $______
- MON. HOUSING COSTS $______

NO. OF ROOMS ______
NO. OF BEDROOMS ______
UNIT IS:
HOUSEKEEPING ☐
NONHOUSEKEEPING ☐

SURNAME, GIVEN NAME(S)	RELATION-SHIP	SEX	AGE	OCCUPATION	SOURCE OF INCOME: EMP.	WELF.	PENS.	OTHER (Identify)	GROSS MONTHLY INCOME	NAME OF EMPLOYER—TELEPHONE NO.
									$	
				TOTAL GROSS MONTHLY INCOME:					$	

SPECIAL CHARACTERISTICS OF HOUSEHOLD (E.G., DISABLED, ELDERLY, ETC.)

REHOUSING PREFERENCES:
PURCHASE ☐ RENT ☐ SUBSIDIZED HOUSING ☐ NONE ☐
LOCATION/NEIGHBORHOOD CONSIDERATIONS: ____________
PETS, GARAGE, ETC.: ____________

REHOUSING REQUIREMENTS:
NO. OF ROOMS ______
NO. OF BEDROOMS ______
MAX. MON. HOUSING COST $______
MAXIMUM PURCHASE PRICE $______

HOUSING REFERRALS

DATE	ADDRESS (Include Apt. No.)	CENSUS TRACT	TYPE OF UNIT ☑ RENT	TYPE OF UNIT ☑ SALES	TYPE OF UNIT ☑ SUBSIDIZED	SIZE OF UNIT NUMBER OF ROOMS	SIZE OF UNIT NUMBER OF BEDROOMS	GROSS MONTHLY RENTAL/ SALES PRICE	DATE UNIT WILL BE AVAILABLE	LOW-INCOME OR MINORITY AREA?	ACTION ON REFERRAL (If refused, indicate why. Also, indicate whether unit is representative comparable used as basis for payment limit)

REPLACEMENT DWELLING UNIT

DATE OF MOVE________ ADDRESS________________________________ CENSUS TRACT ________________________

MONTHLY HOUSING COST (MHC)

☐ RENTAL:
- CONTRACT RENT $______
- EST. UTILITIES $______
- TOTAL MHC $______

☐ PURCHASE:
- MORTGAGE PAYMENT (P&I) $______
- REAL PROPERTY TAXES $______
- EST. UTILITIES $______
- TOTAL MHC $______
- SALES PRICE $______

☐ D, S, & S ☐ NOT D, S, & S

DATE OF INSPECTION ________

DATE OF REINSPECTION ________

NO. OF ROOMS ________

NO. OF BEDROOMS ________

RELOCATION PAYMENT(S)

	MOV. EXP.	RHP
TYPE	☐ ACTUAL	☐ RENTAL
	☐ FIXED	☐ DOWN PYMT
		☐ 180-DAY HO
AMOUNT	$ ________	$ ________
DATE PAID	________	________

(NOTE: Include Copy of Claim Forms in Case File)

IS UNIT IN AREA OF LOW-INCOME OR MINORITY CONCENTRATION?

☐ YES ☐ NO

IS UNIT SUBSIDIZED? ☐ YES ☐ NO

____

(Identify)

TEMPORARY HOUSING

DATE________ REASON ________________________

____

ADDRESS ____________________ RENTAL $________

DATE OF MOVE TO PERMANENT DWELLING ________

APPEAL FILED: ☐ YES ☐ NO

IF YES, INDICATE TYPE:

☐ PAYMENT(S)

☐ HOUSING

☐ OTHER________________

(Include Copy of Appeal in Case File)

SITE OCCUPANT RECORD CARD—NONRESIDENTIAL

PROJECT NAME ____
PROJECT NO. ____
RELOCATION CASE NO. ____
ACQUISITION PARCEL NO. ____

LOCALITY/AGENCY

DATE OF INITIAL INTERVIEW ____ INTERVIEWER ____

NAME UNDER WHICH BUSINESS TRADES/OPERATES	NAME OF PRINCIPAL OFFICER
ADDRESS TELEPHONE	HOME ADDRESS TELEPHONE
DATE OCCUPANT FIRST OCCUPIED THIS LOCATION	EFFECTIVE DATE OF NOTICE OF DISPLACEMENT

OCCUPANT CHARACTERISTICS

YEARS IN BUSINESS ____
YEARS AT THIS LOCATION ____
TENURE: ☐ OWNER ☐ TENANT
OPERATION: ☐ BUSINESS ☐ NONPROFIT ORG. ☐ FARM

TYPE OF OWNERSHIP
- ☐ SOLE PROPRIETORSHIP
- ☐ PARTNERSHIP
- ☐ CORPORATION
- ☐ NONPROFIT ORGANIZATION

CHARACTER OF BUSINESS OPERATION

____
____

(e.g., manufacturing, wholesale trade, retail trade, business service, personal service, institutional)

RACIAL ETHNIC CLASSIFICATION
- ☐ WHITE, NOT OF HISPANIC ORIGIN
- ☐ BLACK, NOT OF HISPANIC ORIGIN
- ☐ AMERICAN INDIAN OR ALASKAN NATIVE
- ☐ HISPANIC
- ☐ ASIAN OR PACIFIC ISLANDER

SPACE OCCUPIED (At acquired property)

____

SERVICES PROVIDED (If tenant)

____
____
____

MONTHLY RENTAL $____

RELOCATION PREFERENCES AND REQUIREMENTS

RELOCATION PREFERENCES: ☐ WILL MAKE OWN PLANS ☐ NONE ☐ RENT ☐ PURCHASE ☐ BUILD
LOCATION CONSIDERATIONS ____
____
SPACE NEEDS ____
OTHER SPECIAL NEEDS ____
TYPE/SIZE OF BUILDING ____
MAXIMUM MONTHLY RENTAL $____ MAXIMUM SALES PRICE $____
BUSINESS WILL DISCONTINUE OPERATIONS (Explain) ____

REMARKS:

ILLUSTRATION 20

REFERRALS TO REPLACEMENT LOCATIONS

DATE	ADDRESS	RENTAL	SALES	RENTAL OR SALES PRICE	DESCRIPTION OF REFERRAL	ACTION ON REFERRAL (If refused, indicate reason)

REPLACEMENT LOCATION

DATE AGENCY NOTIFIED OF INTENTION TO MOVE

DATE AGENCY INSPECTED PREMISES

DATE MOVE BEGAN

DATE MOVE COMPLETED

ADDRESS TO WHICH MOVED

CENSUS TRACT

TELEPHONE

TENURE AT REPLACEMENT LOCATION:

☐ OWNED SALES PRICE $____________

☐ RENTED MONTHLY RENTAL $____________

DESCRIPTION OF REPLACEMENT LOCATION

RELOCATION PAYMENTS

☐ ACTUAL MOVING EXPENSES AMOUNT $____________

☐ FIXED PAYMENT DATE PAID ____________

(Note: Include Copy of Claim Form and Related Documentation in Case File)

TEMPORARY MOVE

REASON ____________________

____

DATE ____________________

ADDRESS ____________________

____

DATE OF MOVE FROM TEMPORARY LOCATION TO PERMANENT LOCATION ____________________

REMARKS:

APPEAL

APPEAL FILED: ☐ YES ☐ NO

(If Yes, Include Copy in Case File)

ILLUSTRATION 20

ILLUSTRATION 21

Sample

90/30-DAY NOTICE

(Grantee Letterhead)

(Owner's Name)
(Mailing Address)
(Area Code/Telephone Number)

(Date)
(Project Title)
(Case Number)

Dear __________:

On (date), the (acquiring agency) mailed you a Notice of Relocation Eligibility.

This is a 90/30-Day Notice. The (acquiring agency) (is in the process of acquiring) the building that you occupy.

You as a lawful occupant will not be required to move in the next 90-days which is not before ____________________________________. After the acquiring agency has either purchased your property or obtained legal possession, you will be given at least a 30-day Written Notice of the specific date, which you will be required to move.

This property is necessary to carry out our plans to develop (project title). We have provided you with (number) of comparable dwelling units, to which you may move.

In the meantime, if you have any questions, please call (Name), (Title). He/she can be reached at (phone) or (address). We are sure that Mr./Ms. (Name) can answer your questions.

Sincerely,

Enclosure

PM III/16-CP

ILLUSTRATION #21b

Sample

90-DAY NOTICE

(Grantee Letterhead)

(Owner's Name)
(Mailing Address)
(Area Code/Telephone Number)

(Date)
(Project Title)
(Case Number)

Dear _________:

On (date), the (acquiring agency) mailed you a Notice of Relocation Eligibility. This is a 90-Day Notice. The (acquiring agency) has acquired the building that you occupy. This property is necessary to carry out our plans to develop (project title). We have provided you with (number) of comparable dwelling units, to which you may move. You will need to move out of the building you now occupy by (90-day date).

In the meantime, if you have any questions, please call (Name), (Title). He/she can be reached at (phone) or (address). We are sure that Mr./Ms. (Name) can answer your questions.

Sincerely,

Enclosure

PM III/16-CP

ILLUSTRATION #21c

Sample

30-DAY NOTICE

(Grantee Letterhead)

(Owner's Name)
(Mailing Address)
(Area Code/Telephone Number)

(Date)
(Project Title)
(Case Number)

Dear _________:

On (date), the (acquiring agency) mailed you a Notice of Relocation Eligibility. This is a 30-Day Notice.

In accordance with the provision of your 90 day Notice dated ______________________, you are hereby notified to remove your personal property from the said premises and to give up possession of land and building within 30-days of this Notice. You are to vacate the premises completely by ____________________.

The (acquiring agency) has acquired the building that you occupy. This property is necessary to carry out our plans to develop (project title).

In the meantime, if you have any questions, please call (Name), (Title). He/she can be reached at (phone) or (address). We are sure that Mr./Ms. (Name) can answer your questions.

Sincerely,

Enclosure

PM III/16-CP

RELOCATION MANAGEMENT CONTROL REPORT—RESIDENTIAL CASES PROJECT NAME AND NUMBER________________ STATUS AS OF ____________

CASE NUMBER	ADDRESS	NAME OF OCCUPANT(S)	(T)ENANT (O)WNER	DATE OF ELIGIBILITY	NOTICE ISSUED		NUMBER OF PEOPLE	(E)LDERLY (D)ISABLED	RACIAL/ETHNIC CLASSIFICATION**	☑ REPRESENTATIVE COMPARABLE OFFERED***	NUMBER OF REFERRALS MADE	☑ 90-DAY NOTICE ISSUED	☑ NOTICE TO VACATE ISSUED	DATE MOVED	MOVING EXPENSES	REPLACEMENT HOUSING PAYMENT	☑ CASE CLOSED	REMARKS
					TYPE*	DATE												
															$	$		

*D - Notice of Displacement
C - Notice of Right to Continue in Occupancy

**W - White, Not Hispanic
B - Black, Not Hispanic
AI - American Indian
H - Hispanic
A/P - Asian or Pacific Islander

***Representative comparable to be used as basis for determining maximum Replacement Housing Payment

ILLUSTRATION 23

RELOCATION MANAGEMENT CONTROL REPORT—
NONRESIDENTIAL CASES

PROJECT NAME AND NUMBER________________________ STATUS AS OF ____________________

								☑	☑		MOVING EXPENSES		☑	
CASE NUMBER	ADDRESS	NAME OF OCCUPANT(S)	(O)WNER (T)ENANT	TYPE OF OPERATION*	DATE OF ELIGIBILITY	DATE NOTICE OF DISPLACE-MENT ISSUED	NUMBER OF REFERRALS	90-DAY NOTICE ISSUED	NOTICE TO VACATE ISSUED	DATE MOVED	(A)CTUAL (F)IXED	AMOUNT	CASE CLOSED	REMARKS
												$		

*(B)USINESS
(N)ONPROFIT ORGANIZATION
(F)ARM

PROPERTY MANAGEMENT CONTROL REPORT

PROJECT NAME AND NUMBER ______________________________ STATUS AS OF ______________________________

PARCEL NUMBER	DATE OF ACQUISITION	ADDRESS (Include Apartment Number)	NAME OF OCCUPANT(S)	RELOCATION CASE NO.	DATE LEASE EXPIRES	MONTHLY RENT	DATE NOTIFIED TO VACATE	DATE MOVED	CONSTRUCTION DATE	REMARKS
						$				

ILLUSTRATION 24

RECORD OF ADVISORY ASSISTANCE AND OTHER CONTACTS

NAME OF OCCUPANT ______________________________

DATE	COMMENTS	AGENCY REPRESENTATIVE

ILLUSTRATION 26

RELOCATION SUMMARY

Name of Occupant(s) ______________________________ Project Name ____________________

____ Project No. ____________________

____ Parcel No. ____________________

Address Relocated From ____________________________ Relo. Case No. ____________________

____ ☐ Tenant ☐ Owner

Replacement Dwelling Address ____________________

____ Phone # ____________________

Check			Date
_____	First Occupied Dwelling from Which Displaced		_________
_____	Initial Interview/Contact		_________
_____	Initiation of Negotiations		_________
_____	General Information Notice		_________
_____	Notice of Relocation Eligibility		_________
_____	Acquisition of Dwelling		_________
_____	Comparable Replacement Housing Identified and Offered		_________
_____	90-Day Notice, if Applicable		_________
_____	30-Day Notice, if Applicable		_________
_____	Notice to Vacate, if Applicable		_________
_____	Replacement Dwelling Inspected		_________
_____	Replacement Dwelling Reinspected, if Necessary		_________
_____	Replacement Dwelling Occupied		_________
_____	Moving Expense Payment Claim Filed	Amount $__________	_________
_____	Moving Expense Payment Claim Paid	Amount $__________ *Check # __________	_________
_____	Replacement Housing Payment Claim Filed	Amount $__________ *Check # __________	_________
_____	Replacement Housing Payment Paid	Amount $__________ *Check # __________	_________

*(Copy of each endorsed or returned check needs to be put in the relocation file)

REMARKS:

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