

**— Instructions —**

Pursuant to 49 CFR 24.203(a), this General Information Notice (GIN) must be delivered to affected tenant(s) on the Date of Application for Federal Funding or upon Initiation of Negotiations with Seller, whichever is first. Insert appropriate information in places indicated.

Must be delivered properly to be legally recognized by HUD. Two methods are accepted:  
(1) Must be delivered in person, signed and dated by both Agency and the Residential Tenant, or  
(2) must be mailed via Certified Mail, Return Receipt Requested.  
The returned green card proves delivery.

**Insert proper information or make corrections at all points below in Red text.  
Also insert correct information into Header on page 2.  
When finished, convert all text throughout this notice to Black.**

Call URA staff at the City of Cleveland promptly for help with any questions that you or the tenant(s) may have.

This guideform notice was revised **7/13/12** to fix an error with page numbering in the header.  
All previous versions obsolete.

> Cut & Paste onto Agency Letterhead and delete these instructions (in red). <

**GENERAL INFORMATION NOTICE  
RESIDENTIAL TENANT  
NOT-TO-BE-DISPLACED**

Date

Tenant Name  
Address w/ Unit#  
City, State, Zip

Dear Tenant Name:

The Agency or Project Owner is interested in **rehabilitating** the property you currently occupy at **Address** for a proposed project which may receive Federal financial assistance from the U.S. Department of Housing and Urban Development (HUD) through the **City of Cleveland's Housing Trust Fund**. **Agency or Project Owner will submit / has submitted** an application to the City of Cleveland on **Date**.

The purpose of this notice is to inform you that **you will not be displaced** in connection with the proposed project.

If the project application is approved and if Federal financial assistance is provided, you may be required to move temporarily so that the rehabilitation can be completed. If you must move temporarily, suitable housing will be made available to you and you will be reimbursed for all reasonable out-of-pocket expenses,

including moving costs and any increase in housing costs. You will also be provided Advisory Services and other assistance to try and make the temporary move as easy as possible.

The assistance described above will be made available to you, along with other protections, under a Federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). In order to identify the type of benefits and protections you are eligible to receive certain information must be provided regarding the tenant(s): rents and general condition of the property. You may be interviewed regarding your household composition, income, etc., and you may see people inspecting the property.

One of the URA protections is that temporary relocation shall not extend beyond one (1) year. If the temporary relocation lasts more than one (1) year, you will be contacted by **Agency or Project Owner** and offered permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal the agency's determination if you feel that your application for assistance was not properly considered.

We urge you **not to move** anywhere at this time. You will need to continue paying your rent, of course, and comply with all other lease terms and conditions. If you are evicted for cause or if you elect to move for reasons of your own choice, you will not be provided relocation assistance or benefits under the URA.

Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions.

**(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)**

Again, **we urge you not to move at this time**. If you choose to move, you will not be provided relocation assistance.

Please note:

- This is **not** a notice to vacate the premises.
- This is **not** a notice of relocation eligibility.

Please retain a copy of this letter. It is important. You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact: **Name, Title, Address, Phone, E-mail.**

Sincerely,

**Name**  
**Title**

Include following sentence if page breaks require & Delete this Instruction:  
**Receipt Signature(s) on the Next Page**

**Hand-Delivered to Occupant**

**Mailed By Certified Return Receipt**

Received By: \_\_\_\_\_

Date Mailed: \_\_\_\_\_

Date Received: \_\_\_\_\_

Certified #: \_\_\_\_\_

Delivered By: \_\_\_\_\_

Contact UPA Staff

