|  |  |
| --- | --- |
|  |  |
| SITE OCCUPANT RECORD - RESIDENTIAL | Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Project #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Relocation Case #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Acquisition Parcel #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| LOCALITY/AGENCY |
| **Date of Initial Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| NAME OF OCCUPANT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TELEPHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CENSUS TRACT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | CHECK: [ ]  FAMILY [ ]  INDIVIDUAL [ ]  OWNER [ ]  TENANT |
| DATE OF GENERAL INFORMATION NOTICE \_\_\_\_\_\_\_\_\_\_\_EFFECTIVE DATE OF NOTICE OF ELIGIBILITY FOR RELOCATION ASSISTANCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE PRIVACY ACT STATEMENT EXECUTED \_\_\_\_\_\_\_\_\_\_\_\_\_\_(INCLUDE COPY OF NOTICES AND SIGNED PRIVACY ACT STATEMENT IN CASE FILE) |
| IS THIS ADDRESS LOCATED IN A HUD DESIGNATED RENEWAL COMMUNITY OR EMPOWERMENT ZONE? [ ]  YES [ ]  NODATE OCCUPANT FIRST OCCUPIED THIS DWELLING \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| RACIAL/ETHNIC CLASSIFICATION | HOUSING COSTS AND CHARACTERISTICS OF DISPLACEMENT DWELLING |
| (CHECK ALL THAT APPLY)[ ]  AMERICAN INDIAN OR ALASKAN NATIVE[ ]  ASIAN[ ]  BLACK OR AFRICAN AMERICAN[ ]  HISPANIC OR LATINO[ ]  NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER[ ]  WHITE[ ]  AMERICAN INDIAN OR ALASKAN NATIVE AND WHITE[ ]  ASIAN AND WHITE[ ]  BLACK OR AFRICAN AMERICAN AND WHITE[ ]  AMERICAN INDIAN OR ALASKAN NATIVE  AND BLACK OR AFRICAN AMERICAN[ ]  OTHER MULTI-RACIAL | TENANT:MONTHLY CONTRACT RENT $ \_\_\_\_\_\_\_\_AVERAGE MONTHLY UTILITY COSTS $ \_\_\_\_\_\_\_\_MONTHLY HOUSING COSTS $ \_\_\_\_\_\_\_\_ | **OWNER:****MONTHLY MORTGAGE** **PAYMENT (P&I) $ \_\_\_\_\_\_\_\_\_\_** **AVERAGE MONTHLY** **UTILITY COSTS $ \_\_\_\_\_\_\_\_\_\_****REAL PROPERTY TAXES $ \_\_\_\_\_\_\_\_\_\_****MONTHLY HOUSING COSTS $ \_\_\_\_\_\_\_\_\_\_** |
| **NO. OF ROOMS \_\_\_\_\_ NO. OF BEDROOMS \_\_\_\_\_****UNIT IS:** **[ ]  HOUSEKEEPING** **[ ]  NONHOUSEKEEPING** |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SURNAME, GIVEN NAME(S)/SSN(S)** | **RELA-****TION-****SHIP** | **SEX** | **AGE** | OCCUPATION | SOURCE OF INCOME | **GROSS****MONTHLY****INCOME** | **NAME OF EMPLOYER AND****TELEPHONE NUMBER** |
| **EMP.** | **WELF.** | **PENS.** | **OTHER****(IDENTIFY)** |
|  |  |  |  |  |  |  |  |  | **$** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  **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. MONTHLY****HOUSING COSTS $ \_\_\_\_\_\_\_\_****MAX. PURCHASE** **PRICE $ \_\_\_\_\_\_\_\_** |
| **HOUSING REFERRALS** |
| **Date** | **Address****(Include Apt No.)** | **Census****Track** | **Type of Unit** | **Size of Unit** | **Mo Rent + Est****Avg Mo Utility****Costs/Sales Price** | **Unit****Inspd** | **Unit****Avail****Date** | **Low****Income****Or****Minority****Area?** | **Action on Referral (If refused, indicate why. Also indicate whether unit is representative comparable used as basis for pmt limit.)** |
| **Rent** | **Sales** | **Subsidized** | **# of****Rms** | **# of****Bdrms** |
|
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **REPLACEMENT DWELLING UNIT** |
| **DATE OF MOVE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CENSUS TRACT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****IS THIS ADDRESS LOCATED IN A HUD DESIGNATED RENEWAL COMMUNITY OR EMPOWERMENT ZONE?** **[ ]  YES** **[ ]  NO** |
| **MONTHLY HOUSING COST (MHC)****[ ]  RENTAL** **[ ]  PURCHASE****MONTHLY RENT $ \_\_\_\_\_\_\_\_\_\_ MORTGAGE PAYMENT (P&I) $ \_\_\_\_\_\_\_\_\_****EST. AVERAGE REAL ESTATE TAXES $ \_\_\_\_\_\_\_\_\_****MONTHLY EST. UTILITY COSTS $ \_\_\_\_\_\_\_\_\_****UTILITY COSTS $ \_\_\_\_\_\_\_\_\_ TOTAL MHC $ \_\_\_\_\_\_\_\_\_****TOTAL MHC $ \_\_\_\_\_\_\_\_\_ SALES PRICE $ \_\_\_\_\_\_\_\_\_** | **[ ]  D. S. & S** **[ ]  NOT D. S. & S****DATE OF INSPECTION \_\_\_\_\_\_\_\_****DATE OF REINSPECTION \_\_\_\_\_\_\_\_****NO. OF ROOMS \_\_\_\_\_\_\_\_****NO. OF BEDROOMS \_\_\_\_\_\_\_\_****(Include copy of Inspection** **Report in case file.)** | **RELOCATION PAYMENT(S)** **MOV.EXP. RHP****TYPE** **[ ]  ACTUAL** **[ ]  RENTAL****[ ]  FIXED** **[ ]  DOWNPMT****[ ]  180-DAY HO** **AMOUNT $ \_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_****DATE CLAIM FILED \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_****DATE CLAIM PAID \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_****(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 \_\_\_\_\_\_\_\_\_****OUT-OF-POCKET EXPENSES PAID:**  **MOVING EXPENSES $ \_\_\_\_\_\_\_\_\_\_\_\_\_** **INCREASED HOUSING COSTS $ \_\_\_\_\_\_\_\_\_\_\_\_\_** | **APPEAL FILED:** **[ ]  YES** **[ ]  NO****IF YES, INDICATE TYPE:****[ ]  PAYMENT(S)****[ ]  HOUSING****[ ]  OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****(Include copy of Appeal in Case File)** |