**SAMPLE**

**NOTICE OF NON-DISPLACEMENT**

**NONRESIDENTIAL AND RESIDENTIAL TENANTS NOT DISPLACED**

(Date)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

On (date), the (City, County, Township, Village) notified you of proposed plans to acquire and rehabilitate the property you currently occupy at (address) for a project which could receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) program. On (date), the project was approved and will receive federal funding. Repairs will begin soon.

* ***This is a notice of non-displacement.*** You will not be required to move permanently as a result of the rehabilitation.

This notice guarantees you the following:

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

2. If you must move temporarily so that the rehabilitation can be completed, you will be given reasonable advance written notice of:

a) The date and approximate duration of the temporary relocation (not to exceed 1 year);

b) The address of the suitable location made available for the temporary period;

c) The terms and conditions under which you may lease and occupy your present unit or another suitable unit in the same building/complex;

d) The costs which you will be reimbursed for with regard to the temporary relocation;

e) The advisory services which will be available

Since you have the opportunity to occupy a newly rehabilitated unit, I urge you not to move. (If you do elect to move for your own reasons, you will not receive any relocation assistance). We will make every effort to accommodate your needs. Because federal funding is involved in this project, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. Of course, you must continue to comply with the terms and conditions of your current lease.

This letter is important to you and should be retained. If you have any questions, please contact:

(Name) , (Title) , (Address) , (phone)

Sincerely,

(Name and title)

**NOTES**

1. The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See Paragraph 2-3 I of Handbook 1378.)
2. This is a guideform. It should be revised to reflect the circumstances.