**SAMPLE**

**NOTICE OF NON-ELIGIBILITY**

# **[Grantee or Agency Letterhead]**

(date)

Dear :

On *(date)* , *(UGLG)* submitted an application to the *(Grantee)* for financial assistance under a program funded by the Department of Housing and Urban Development (HUD). The proposed project involves [acquisition] [rehabilitation] [demolition] and/or [conversion] of the property located at *(address)* . Because Federal funds are planned for use in this project, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) [and/or section 104(d) of the Housing and Community Development Act of 1974, as amended] may apply to persons in occupancy at the time the application was submitted for HUD funding.

This notice is to inform you that you are not eligible for relocation assistance because (state reason such as you have no legal right to occupy the property –a squatter-; you are subject to eviction for serious or repeated violation of the terms and conditions of the lease or occupancy agreement; you are in violation of applicable federal, state, or local law; or other good cause).

If you have questions about this notice or want to file an appeal, please contact *(Grantee)* at *(address and telephone number)* .

Sincerely,

*(name and title)*

**NOTES**

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