|  |  |
| --- | --- |
| Site Occupant Record - Nonresidential | Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Project #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Relocation Case #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Acquisition Parcel #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| LOCALITY/AGENCY |
| **Date of Initial Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| NAME UNDER WHICH BUSINESS TRADES/OPERATES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TELEPHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | NAME OF PRINCIPAL OFFICER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HOME ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TELEPHONE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 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 LOCATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OCCUPANT CHARACTERISTICS |
| YEARS IN BUSINESS \_\_\_\_\_\_\_\_\_YEARS AT THIS LOCATION \_\_\_\_\_\_\_\_\_TENURE: [ ]  OWNER [ ]  TENANTOPERATION: [ ]  BUSINESS [ ]  NONPROFIT ORGAN. [ ]  FARM | TYPE OF OWNERSHIP[ ]  SOLE PROPRIETORSHIP[ ]  PARTNERSHIP**[ ]  CORPORATION**[ ]  NONPROFIT ORGANIZATION | RACIAL/ETHNIC CLASSIFICATION(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 |
| CHARACTER OF BUSINESS OPERATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(e.g., manufacturing, wholesale trade, retail trade, business service, personal service, institutional) |
| **RELOCATION PREFERENCES AND REQUIREMENTS****RELO 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| SPACE OCCUPIED (At displacement property)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SERVICES PROVIDED (if tenant)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MONTHLY RENTAL $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|

|  |
| --- |
| **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 \_\_\_\_\_\_\_\_\_\_\_\_** | ADDRESS TO WHICH MOVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CENSUS TRACT \_\_\_\_\_\_\_\_\_\_ TELEPHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **DATE MOVE BEGAN \_\_\_\_\_\_\_\_\_\_** | **DATE MOVE COMPLETED \_\_\_\_\_\_\_\_\_** |
| **TENURE AT REPLACEMENT LOCATION:****[ ]  OWNED SALES PRICE $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****[ ]  RENTED MONTHLY RENTAL $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **DESCRIPTION OF REPLACEMENT LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |
| --- | --- |
| **REPLACEMENT PAYMENT** **DATE DATE** **CLAIM CLAIM** **AMOUNT FILED PAID**[ ]  ACTUAL MOVING EXPENSES $ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_[ ]  REESTABLISHMENT EXPENSES $ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_[ ]  FIXED PAYMENT $ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_(Include copy of claim form and related documentation in case file) | **TEMPORARY MOVE****REASON\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****DATE \_\_\_\_\_\_\_\_\_\_ ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****DATE OF MOVE FROM TEMORARY LOCATION TO PERMANENT LOCATION \_\_\_\_\_\_\_\_\_\_** |
| **APPEAL FILED:** **[ ]  YES** **[ ]  NO (If yes, include copy in case file)** |

**REMARKS:**