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| 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 PACIFICISLANDER WHITE AMERICAN INDIAN OR ALASKAN NATIVE ANDWHITE ASIAN AND WHITE BLACK OR AFRICAN AMERICAN AND WHITE AMERICAN INDIAN OR ALASKAN NATIVE ANDBLACK 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 $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **REFERRALS TO REPLACEMENT LOCATIONS** | | | | | | |
| **DATE** | **ADDRESS** | **RENTAL** | **SALES** | **RENTAL OR SALES PRICE** | **DESCRIPTION OF REFERRAL** | **ACTION ON REFERRAL**  **(If refused, indicate reason)** |
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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **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:**