**RELOCATION ASSISTANCE VERIFICATION - RESIDENTIAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Displacee Name(s):** | DISPLACEE(S) NAME | **Project:** | PROJECT # |
|  |
| **Phone:** | DISPLACEE PHONE | **Code:** | CODE | **Parcel:** | PARCEL # |
|  |
| **Subject Property Address:** | ADDRESS IN RIGHT OF WAY |
|  |
| **Contact Address:** | DISPLACEE(S) ADDRESS |
|  |
| **Email:** | DISPLACEE EMAIL | **Occupied Property Since:** |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Initiation of Negotiations |       |  | Type of |  |
|  | Date |  | Relocation |  |
|  |
| **RESIDENTIAL** **ENTITLEMENTS** | **YES****DONE****or NA** | **COMMENTS** |
| Relocation Brochure Delivered |       |  |
| Residential Questionnaire Completed #41A |       |  |
| W-9 Completed |       |  |
| Legal Residency Certification Completed #38 |       |  |
| Title VI / ADA Survey #44 |       |  |
| Tenant List Completed by Landlord #9 |       |  |
| HUD Utility Chart Completed (tenants only) |       |  |
| Income Verification Obtained (tenants only) |       |  |
| RAAP #12 and Photos of Subject & Inventory |       |  |
| Moving Options Explained (Act / Sch / Comb)  |       |  |
| 90 Day Notice Explained (#16/17/17A ) |       |  |
| Subject Data Information on RAAP #14/14T |       |  |
| Replacement Housing Explained (PDP/RAP/DAP) |       |  |
| Increased Interest Explained (owners only) |       |  |
| Eligible Incidental Expenses Explained |       |  |
| Decent, Safe, and Sanitary Explained |       |  |
| Right to Appeal Explained (within 60 days) |       |  |
| Transportation Offered to View Comps |       |  |
| Payment Notice Issued #42 |       |  |
| Tax Law Information #43 |       |  |
| Relocation Office & Contact Info Given |       |  |
| Advisory Services Explained and Offered |       |  |
| Agent’s Report #8 (signed by displacee) |       |  |
|       |       |  |
|  |
| My signature verifies that the items marked “YES” were explained to me in detail. |  |  |
|  |  |  |
| DATE |  | Displacee |
|  |
|  |  |  |
| DATE |  | AGENT NAME, Right of Way Agent |