

**South Dakota Housing Development Authority's
Relocation Assistance Policy**

April 2004



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1. URA Basics

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) applies to displacement of tenants that results from acquisition, demolition, or rehabilitation for HUD-assisted projects carried out by public agencies, nonprofit organizations, private developers and others.

A displaced person is someone who has to move because (1) their lease is not renewed at the time of the project; (2) their rent is increased beyond their ability to pay (above 30% of their income); (3) they are not offered a Decent, Safe and Sanitary (DSS) replacement unit; (4) temporary relocation was unreasonable; (5) they were not told about the project; and (6) there was change in use through a federal program (i.e., housing for persons with supportive services).

The federal government takes the rights of tenants in rental rehabilitation properties very seriously. Grantees and developers who are working on HUD-funded projects need to understand that the URA is basic consumer legislation that addresses fairness issues. Tenants whose living circumstances are changed by a project – either by higher rents or involuntary moves – should be protected and compensated.

For any project requesting HOME or other federal funds that will result in displacement, the displacing agency (i.e., owners, developers or property management agencies) must comply fully with all requirements of URA. Copies of the HUD handbook 1378: Tenant Assistance Relocation and Real Property Acquisition are available from SDHDA.

Low Income Housing Tax Credits are not considered “Federal Financial Assistance” and applying for these funds alone will make your project exempt from URA, but if you are planning to apply for “layered” funding such as Home and HTC, HOME funds offer “blanket URA coverage” for the whole project, even though it may be the HTC that is displacing the tenant.

Section 8 Tenants: Per the HUD Project Based Section 8 regulations, tenants who are currently receiving HUD Project Based Section 8 cannot be displaced from their homes because of relocation. Incentives may be offered to the tenants to voluntarily relocate, but it will be up to tenant, not the owner/developer, as to whether they will or will not relocate. Planning early is critical so that you may adjust your application for HOME and/or HTC funds to provide for the existing Section 8 tenants.

Planning is critical. Relocation concerns must be thought about early in the process so decisions about rents, construction timing, and project feasibility can be considered before they are a crisis. It must also be noted that SDHDA strongly discourages proposals that will result in permanent displacement activities.

2. Relocation Plan and Budget

The applicant must submit with the full application (1) a current rent roll along with the monthly rent rolls from 4 months prior to the application; (2) for permanent displacement, completed tenant questionnaires for all of the current tenants; (3) a detailed relocation plan describing the manner in which the temporary and permanent displacements of tenants will be handled. For permanent displacements, include with the plan a comparison of the current rents being charged and the proposed rents for the project; (4) a relocation budget that details the calculations for temporary relocation assistance and for permanently displaced tenants the rental payment assistance and moving expenses and (5) three comparable replacement housing options.

3. Tenants Who Will Not Be Displaced But May Need Temporary Relocation

A. General Information Notice

At the time the application is received from the applicant, SDHDA will provide each tenant with a *General Information Notice* which explains that the project has been proposed and cautions the person not to move at this time.

B. Notice of Non-Displacement for the Residential Tenant that will NOT be displaced

Once the funds have been approved for this project, SDHDA will send to all tenants that will not be permanently displaced a *Notice of Non-Displacement*. This advisory notice will (a) explain that the project has been approved; (b) explain that the person will not be displaced; (c) explains what is to occur when and if the tenant is temporarily displaced (i.e. approximately how long they should expect to be displaced from their current unit, how the displacing agency will accommodate them with replacement housing while they are displaced, how the displacing agency will assist them with any moving costs they incur from their temporary move); and (d) explains the approximate time that they will be able to move back into their unit.

C. Payment for Temporary Relocation

The displacing agency will be responsible for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, including the cost of moving to and from the temporarily occupied housing and any increase in monthly rent/utility costs at such housing.

4. Permanent Relocation

A. General Information Notice

At the time the application is received from the applicant, SDHDA will provide each tenant with a *General Information Notice* which explains that the project has been proposed and cautions the person not to move at this time.

B. Notice of Eligibility for Relocation Assistance

Once the funds have been approved, SDHDA will send tenants that are to be displaced a *Notice of Eligibility for Relocation Assistance*. This notice lets tenants know that the project has been approved for funding and lets them know that they will be given at least 90 days advance written notice to move and also informs them of the amount of rental assistance and moving expenses they are entitled to. At this time they will also be given information that will be provided to SDHDA by the displacing agency of at least three referrals to suitable replacement homes. There will also be a questionnaire attached to this notice that needs to be completed by the tenant and returned to let SDHDA know which options they have chosen.

C. 90 Day (and 30 Day) Notices

Each lawful occupant to be displaced must receive at least 90 days written advance notice from the displacing agency before being required to move. This notice cannot be given before the person is issued the *Notice of Eligibility for Relocation Assistance* from SDHDA OR before being notified of the availability of a comparable replacement dwelling. The notice must specify the date by which the property must be vacated or if the date is unknown, indicate the earliest date that the occupant may be required to move. If no date is specified in the 90-day notice, the occupants must be informed that they will receive at least 30 days advance written notice of the specific date of the move.

Occupants may be required to move on less than 90 days notice if SDHDA determines that the notice is impracticable (i.e., the unit they are occupying is a health or safety hazard). However, the needs of the displacing agency's schedule DOES NOT represent sufficient reason to issue a notice to vacate before providing the family with 90 days prior notice to move.

A 90 day notice is not needed if (a) there is no structure or personal property on the property; (b) the occupant makes an informed decision to relocate and vacates the property without prior notice; (c) the occupant owns the property and enters into a negotiated agreement for delivering

possession of the property (i.e., delivery of possession is specified in the purchase contract); or (d) the occupant will not qualify as a displaced person under the Handbook.

If the occupants are still in the unit after the date specified in the notice, the displacing agency or property owner has the right to displace them using due process established by state law.

Please note that improper handling of notices can cause unnecessary costs to the displacing agency which may cause the project to be infeasible.

D. *Assistance in Finding Replacement Housing*

The displacing agency is required to assist the tenant in locating decent, safe and sanitary (DSS) replacement housing. Replacement units must be comparable to the unit they occupied prior to displacement, but it must meet the needs of the household. For example, if a four person family occupied a two bedroom unit, but due to the age and gender of the occupants, they really needed a three bedroom unit, a three bedroom unit would be the comparable. The amenities of the comparable unit may be negotiable (i.e., if a two bedroom unit is not needed to accommodate the household, a larger one bedroom unit may be used as a comparable if the tenant agrees).

The rent for the comparable unit must be “apples to apples” that is, if utilities were included at the previous unit, they should be included in calculating the rent for the replacement unit. The unit must be inspected and meet, at a minimum, the Housing Quality Standards (HQS). These replacement dwellings should have been researched at an early stage so that this information can be included in the Notice of Eligibility for Relocation Assistance.

E. *Level of Financial Assistance*

The displacing agency must provide the tenant to be displaced with financial assistance sufficient to cover any increase, if any, between the rent and utilities paid at the current unit from the cost of rent and utilities from their new unit, either chosen by the tenant or a comparable replacement unit, if that cost is lower. That monthly need, if any, is multiplied by 42, to determine the total amount that the tenant will receive. This amount will be paid directly to the tenant. The displacing agency must provide the assistance in four (4) lump sum installments within one year from the date of the displacement.

The tenant has up to 12 months after the *Notice of Eligibility for Relocation Assistance* has been issued to rent (or buy) a replacement unit and receive rental payment assistance. For example, if a tenant cannot find a replacement unit within the 90 days that he/she has been issued a *Notice of Eligibility for Relocation Assistance*, it is possible that this displaced tenant might move into a temporary living situation with family or friends. This displaced tenant would then have up to a year to find a replacement unit and claim the rental assistance from the displacing agency. In this scenario, the rental payment amount would still be based upon the difference between the tenant's rent at the unit vacated and the rent for the comparable replacement unit that was originally given to the tenant by the displacing agency.

F. *Assistance with Moving Expenses*

Displaced tenants and families may choose to be paid for their moving expenses by either the basis of actual, reasonable moving costs and related expenses; or (2) according to a fixed moving cost schedule. The questionnaire sent to the tenant with the *Notice of Relocation Eligibility Assistance* will state which option the tenant prefers. The Actual Moving Expense is the option to where the tenant may be reimbursed for actual reasonable moving costs by a professional mover plus related expenses, or if they chose to move themselves. Reimbursement will be limited to a 50-mile distance in most cases. Related expenses involved in the move include: 1) Packing and unpacking personal property; 2) Disconnecting and reconnecting household appliances; 3) Temporary storage of personal property; 4) Insurance while property is in storage or transit; 5) Transfer of telephone service and other similar utility reconnections; or 6) other expenses considered eligible by SDHDA. All expenses must be considered necessary and reasonable by SDHDA and supported by paid receipts or other evidence of expenses incurred.

The other option is the fixed moving expense based on the current Schedule of Allowances prepared by the Federal Highway Administration. This schedule of allowances is broken out by State, based on the number of rooms in the displacement dwelling, and whether the person owns and must move the furniture. For example a family to be displaced who currently occupies a four-room unit and who owns their own furniture, will be entitled to a fixed payment of \$800. The moving expenses and dislocation allowance should be paid by the displacing agency to the tenant by the tenant's move date.

G. *Section 8 in lieu of Relocation Payments*

If the displacing agency is able to provide, and the tenant accepts, an offer of Section 8 rental assistance subsidies (i.e. project based unit, voucher or

certificate), then no cash rental assistance will be required to be paid by the agency. The displacing agency is obligated to provide the tenant with referrals to suitable, available rental replacement dwelling where the owner is willing to or already participates in the Section 8 program, and the period of authorized assistance is at least 42 months. The displacing agency is still responsible for assisting the tenant with moving expenses as outlined above.

5. *Notice to Prospective Tenants*

This notice informs any prospective tenant of the fact that the Applicant has applied for federal funding to acquire and/or rehabilitate this property and lets them know, that if the funds are approved, the potential tenant may be displaced. In this scenario, this notice informs the prospective tenant that he/she would not qualify as a “displaced person” and therefore, will not be eligible to receive any assistance or benefits described in this relocation policy. The Applicant must notify SDHDA of any potential tenant BEFORE the prospective tenant signs a lease for a unit within the project.

6. *Project Completion*

The Applicant must provide SDHDA with a final rent roll for all tenants occupying the property at the time of project completion. If this rent roll differs from the rent rolls received earlier, the Applicant must explain why the tenant(s) are no longer an occupant. Please be prepared to submit evidence that the tenant(s) moved of their own accord and not for reasons related to the Federal Funds received.

GENERAL INFORMATION NOTICE (SAMPLE)

March 21, 2002

«FirstName» «LastName»
«Apartment»
«Address»
«City» «State» «PostalCode»

Dear «FirstName»:

On ____Date____, ____Applicant____ submitted an application to the South Dakota Housing Development Authority for financial assistance to rehabilitate ____Property____, which you occupy at ____Address____.

This notice is to inform you of your rights under Federal law. If the application is approved and Federal assistance is provided for the rehabilitation, you may be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. **However, do not move now.** This is not a notice to vacate the premises. You should continue to pay your monthly rent to your landlord because a failure to pay rent and meet you're other obligations as a tenant, may be cause for eviction and loss of relocation assistance. You are urged not to move or sign any agreement to purchase or rent a new unit before receiving formal notice of your eligibility for relocation assistance. If you move or are evicted before receiving such a notice, you may not receive any assistance. Please contact me before you make any moving plans.

If the project is approved and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You would also receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement home. This assistance is more fully explained in the enclosed brochure, "Relocation Assistance to Tenants Displaced from Their Homes."

If for any reason any other persons move into this unit with you after this notice, your assistance may be reduced. If you have any questions, please contact me at (605) 773-3181.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the project does not get approved, you will be notified in writing.

Sincerely,

Lisa Bondy
Housing Research and Development Officer

Enclosure

NOTICE TO RESIDENTIAL TENANTS WHO WILL NOT BE DISPLACED (SAMPLE)

May 15, 2002

«FirstName» «LastName»
«Address»
«City», «State» «Postal_Code»

Dear «Suffix»

On _____, you were notified that the owner of your building had applied for assistance to make extensive repairs to the building. On _____, the owner's request was approved, and the 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. You will be able to lease and occupy your present apartment (or another suitable, decent, safe and sanitary apartment in the same building/complex) upon completion of the rehabilitation. Your monthly rent will remain the same or, if increased, your new rent and estimated average utility costs will not exceed 30% of the gross income of all adult members of your household. Of course, you must comply with the reasonable terms and conditions of your lease.
2. If you must move temporarily so that the repairs can be completed, you will be reimbursed for all of your extra expenses, including the cost of moving to and from the temporarily occupied unit and any additional housing costs. The temporary unit will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable.

Since you will have the opportunity to occupy a newly rehabilitated apartment, 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 assistance is involved, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

If you have any questions, please call me at (605) 773-3181. Remember do not move before we have a chance to discuss your eligibility for assistance. This letter is important to you and should be retained.

Sincerely,

Lisa Bondy
Housing Research and Development Officer

NOTICE OF ELIGIBILITY FOR RELOCATION ASSISTANCE

Date

First Name Last Name

Address

City, State Zip code

Dear Applicant:

On ____Date____, you were notified of the proposed plans to acquire/rehabilitate the site you occupy. This is to let you know that the project has been approved.

This is a Notice of eligibility for relocation assistance. To carry out the project, it will be necessary for you to relocate. However, **you do not need to move now**. You will not be required to move without at least **90 days advance written notice** of the date by which you must vacate. And when you do move, you will be entitled to relocation payments and other assistance in accordance with the Uniform Relocation Assistance Act.

As of the date of this notice, you are now eligible for relocation assistance, including:

Payment for Moving Expenses: You may choose either (1) a payment for your actual reasonable moving and related expenses, or (2) a fixed moving expense and dislocation allowance.

Replacement Housing Payment: You may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors, including the cost of a "comparable replacement home," the monthly rent and average cost of utility services for your present home, and 30% of your average gross household income.

Listed below are three "comparable replacement homes" that you may wish to consider:

	<u>Address</u>	<u>Rent</u>	<u>Utility Costs</u>	<u>Contact Person</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

We believe that the unit at ____address____ is the most representative of your present home. The average rent cost for the units listed above is \$_____. The difference between this average rent and your current rent of \$_____ is \$_____ (this is known as the rental "gap" payment). Under the South Dakota Housing Development Authority's Relocation Assistance Policy, you are entitled to receive this gap payment for a period of 42 months in 4 lump sum payments. Based on the information that we have available regarding your current rent, you may be eligible for a rental assistance payment of \$_____ (42 x \$_____).

This is the maximum amount that you would be eligible to receive. It will be paid in 4 lump-sum payments after you have moved into a suitable replacement unit.

Please note that it is your right to locate your own replacement housing. However, any unit that you chose will have to be inspected by this office to ensure that it is decent, safe and sanitary before any replacement gap payments are paid to you. Additionally, if the rent for the unit you choose is **less** than the average rents of the replacement housing options which were referred to you, the rental assistance payment will be based on the difference between your current rent and the lesser rent of the unit that you are choosing.

Remember, in order to obtain a replacement housing payment you must move to a decent, safe and sanitary home within one year after you vacate your present home. Therefore, do not commit yourself to rent or buy a unit until it has been inspected.

Contact us immediately if you do not agree that these referral replacement units are suitable. The basis for selecting these units will be explained. If necessary, other units will be found. We will not base your payment on any unit that is not a "suitable replacement home".

Please complete the enclosed questionnaire form and return it in the self-addressed stamp envelope. The process for relocation benefits to you cannot start until I receive this form.

I want to make it clear that you are eligible for assistance to help you relocate. In addition to relocation payments and housing referrals, counseling and other services are available to you. If you have any questions, please contact me at (605) 773-3445 or 1-800-540-4241.

This letter is important to you and should be retained.

Sincerely,

Lisa Bondy
Housing Research and Development Officer

TENANT QUESTIONNAIRE FOR ASSISTANCE

Name:
Address:

MOVING EXPENSES

After fully understanding my options, I have chosen to be reimbursed for: (please mark one)

Actual Moving Allowance. I understand that if I pick this option, I will be reimbursed for the following moving expenses: 1) Transportation for me and my family; 2) packing, moving and unpacking of my household goods; 3) disconnecting and reconnecting telephone and cable; 4) storage of my household goods if needed; 5) insurance for replacement value of my property during the move and necessary storage; and 6) the replacement value of property lost, stolen or damaged in the move (but not through my neglect) if insurance is not reasonably available.

Fixed Moving Allowance. I understand that if I pick this option, I will receive an allowance which is based on the number of rooms in my home at Churchill Apartments or the number of rooms of furniture I will be moving as shown on the attached schedule which is \$_____.

REPLACEMENT HOUSING PAYMENTS

I have been advised of my options for replacement housing. I have chosen to: (please mark one)

- Take the comparable replacement home at _____
Move In Date: _____ New Address: _____
- Take the comparable replacement home at _____
Move In Date: _____ New Address: _____
- Take the comparable replacement home at _____
Move In Date: _____ New Address: _____
- Take housing that I have found on my own

If you have chosen "Take housing that I have found on my own" please complete the next section.

Address of your new home: _____

One-bedroom apartment/townhouse Two-bedroom apartment/townhouse a rental home Other

If "Other", please explain: _____

Average monthly rent: _____

Average monthly utilities: _____

Move-In Date: _____

Are you available to have this unit inspected? yes no

(If you choose yes, please list a time and date below for that inspection)

Time: _____ **Date:** _____

I understand that if after the inspection, they do not find that the replacement housing that I have found is decent, safe, and sanitary, that I will not receive any replacement housing payments for this unit, but that I have a year from the date that I moved from my current unit to either take one of the comparables listed above or find another unit to be inspected in order to still receive these payments.

Name

Date

1. Household Information

Member of Household	Relationship	Sex	Age	Occupation	Source of Income				Gross Monthly Income	Name of Employer
					E	W	P	O		
	Head of Household									

E=(Employment) W=(Welfare) P=(Pension) O=(Other/Child Support)

2. Are all members of the household US Citizens? () Yes () No
3. Are you currently receiving rental assistance? () Yes () No
 If yes, are you receiving: Section 8 Certificate () How much _____
 Section 8 Voucher () How much _____
 Other () How much _____

4. List all checking and savings accounts (including IRA's Keogh accounts, and Certificate of Deposits) of all household members and the 6 month average balance for all of the above.

Type of Account	6 months balance
_____	_____
_____	_____
_____	_____
_____	_____

5. For each type of income that your household receives, give the source of the income and the amount of income that can be expected from that source during the next 12 months.

_____	_____
_____	_____
_____	_____

I have been explained and understand my rights for reimbursement under the Uniform Relocation Assistance Act. I also understand that the above information is being collected to determine my eligibility for relocation assistance. I certify that the statements made on this form are true and complete to the best of my knowledge.

Name

Date

Uniform Relocation Assistance and Real Property Acquisition Policies Act, Residential Moving Expense and Dislocation Allowance Payment Schedule

Effective Date September 27, 2001

State	Occupant owns furniture (1) and (2)									Occupant does not own furniture (3)		
	Number of rooms of furniture									Each add'l. room	1 room not furn.	Each add'l. room
	1 room	2 rooms	3 rooms	4 rooms	5 rooms	6 rooms	7 rooms	8 rooms				
Alabama	\$400	\$525	\$650	\$775	\$900	\$1025	\$1150	\$1275	\$125	\$300	\$50	
Alaska	525	750	975	1200	1400	1575	1750	1925	150	350	50	
American Samoa	282	395	508	621	706	790	875	960	85	226	28	
Arizona	500	600	700	800	900	1000	1100	1220	100	300	50	
Arkansas	250	350	450	550	625	700	775	850	75	200	25	
California	575	750	925	1100	1325	1550	1775	2000	200	375	60	
Colorado	400	550	700	850	1000	1150	1300	1450	150	300	50	
Connecticut	250	400	550	650	750	850	950	1050	100	225	35	
Delaware	250	400	550	650	750	850	950	1050	100	225	35	
DC	250	400	550	650	750	850	950	1050	100	225	35	
Florida	500	650	825	1000	1150	1300	1450	1600	150	400	75	
Georgia	450	650	850	1000	1220	1350	1500	1600	125	250	35	
Guam	282	395	508	621	706	790	875	960	85	226	28	
Hawaii	550	900	1250	1550	1850	2100	2350	2600	200	300	100	
Idaho	400	550	700	850	950	1050	1150	1250	100	300	50	
Illinois	400	550	700	800	900	1000	1100	1220	100	325	35	
Indiana	250	400	550	650	750	850	950	1050	100	225	35	
Iowa	550	700	800	900	1000	1100	1220	1300	125	250	25	
Kansas	300	500	700	850	900	1000	1100	1220	150	250	50	
Kentucky	450	620	790	960	1130	1300	1470	1640	170	350	50	
Louisiana	250	350	450	550	625	700	775	850	75	200	25	

Maine	350	450	550	650	725	800	875	950	75	200	25
Maryland	350	500	650	800	925	1050	1175	1300	100	225	35
Massachusetts	250	400	550	650	750	850	950	1050	100	225	35
Michigan	425	625	825	900	1025	1150	1300	1400	200	375	100
Minnesota	400	550	700	850	1000	1150	1300	1400	100	275	50
Mississippi	400	500	600	700	800	900	1000	1100	100	300	50
Missouri	500	600	700	800	900	1000	1100	1220	100	300	50
Montana	325	450	575	725	825	900	1000	1100	100	250	35
Nebraska	345	485	620	760	865	965	1070	1175	105	275	35
Nevada	360	540	720	900	1080	1260	1440	1620	180	300	60
New Hampshire	450	600	750	900	1050	1220	1350	1500	150	200	150
New Jersey	350	500	700	850	1000	1150	1250	1400	250	225	35
New Mexico	400	650	880	1040	1220	1360	1520	1680	160	360	55
New York	400	550	700	850	1000	1150	1300	1450	150	300	100
North Carolina	350	500	650	750	850	950	1050	1150	150	250	50
North Dakota	350	500	650	775	900	1025	1100	1225	125	300	45
N. Mariana Is.	282	395	508	621	706	790	875	960	85	226	28
Ohio	400	600	800	950	1100	1250	1400	1550	150	250	50
Oklahoma	450	600	750	900	1025	1150	1275	1400	100	300	50
Oregon	350	500	700	900	1075	1250	1425	1600	175	300	50
Pennsylvania	250	400	550	650	750	850	950	1050	100	225	35
Puerto Rico	250	350	450	550	625	700	775	850	75	200	25
Rhode Island	400	500	600	700	800	900	1000	1100	100	300	25
South Carolina	550	625	850	1000	1220	1350	1475	1650	150	400	50
South Dakota	350	500	650	800	900	1220	1400	1600	200	300	40
Tennessee	450	600	750	900	1050	1220	1350	1500	150	300	50
Texas	350	500	650	800	950	1050	1150	1250	100	300	50
Utah	250	350	450	550	625	700	775	850	75	200	25
Vermont	350	500	650	800	950	1050	1150	1250	100	300	50
Virgin Islands	250	350	450	550	625	700	775	850	75	200	25
Virginia	300	500	600	700	800	900	1000	1100	100	225	35
Washington	450	600	750	900	1050	1220	1350	1500	150	300	50
West Virginia	500	650	775	900	1075	1225	1350	1500	150	225	35
Wisconsin	350	500	650	750	850	950	1050	1150	125	325	60
Wyoming	300	400	500	600	700	800	900	1000	100	200	35

PROSPECTIVE TENANT LETTER

August 1, 2003

First Name Last Name
Address
City, State Zip code

Dear:

We have been informed by the _____*Applicant*_____ that you are considering occupying a unit at _____*Property Name and City*_____. This notice is to let you know that on _____*Application Date*_____, _____*Applicant*_____ submitted an application to the South Dakota Housing Development Authority for financial assistance to rehabilitate the project located at _____*Address*_____.

Because federal funds are being used to rehab this project, only tenants that were in residence at the time of application, are eligible for assistance if they are to be moved temporarily or permanently during the rehab process. Since you are considering moving in after the application date, this notice is to let you know that if you are to be moved temporarily or permanently, the Uniform Relocation Assistance (URA) and Real Property Acquisition Policies Act of 1970, as amended, will not apply to you and you will not be eligible for any assistance. You need to take this into consideration **before you enter into any lease agreement and occupy a unit at the above address.**

Please read this notice carefully prior to signing a rental agreement and moving into the project. If you have any questions about this notice, please give me a call at (605) 773-3445. Once you have read and have understood this notice, please sign the attached statement if you still desire to lease the unit and return it to me in the enclosed self-addressed stamped envelope.

Sincerely,

Lisa Bondy
Housing Research and Development Officer