Sent by: Certified Mail ☐ or Personally Served ☐

[Date]

[First Name] [Last Name]

GENERAL INFORMATION NOTICE

RESIDENTIAL TENANT

[Tenant’s Full Name]

[Tenant’s Mailing Address]

[City, State Zip]

**Re: URA General Information Notice to Tenants**

Dear [Tenant Name],

The [Subrecipient/Agency Name] through the [Program Name] is interested in acquiring, repairing, or reconstructing the property you currently occupy at [real property address] for a proposed project which may receive federal funding provided by the U.S. Department of Housing and Urban Development (**HUD**) under the Community Development Block Grant Disaster Recovery (**CDBG-DR**)**/**Community Block Grant Mitigation (**CDBG-MIT**) Program. All expenditures of CDBG-DR/CDBG-MIT funds are subject to the rules of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (**URA**), as amended, 49 C.F.R. § 24, and Section 104(d) of the Housing and Community Development Act of 1974 (**HCDA**), as amended, 42 U.S.C. § 5304(d).

In order to facilitate the acquisition or construction, including the repair, reconstruction, or demolition of your dwelling at the above-referenced address, you may be required to move temporarily or permanently.

After it is determined whether you are required to move from your current dwelling, you will receive another notice from the Program, confirming that you will or will not be displaced. If relocation is required, the Program will work with you to obtain suitable replacement accommodations and you will be reimbursed for all reasonable out of pocket expenses, including moving costs and any increase in monthly housing costs. The Program will also provide relocation assistance that includes but is not limited to: referrals to replacement properties, help filing payment claims and following procedures for obtaining payment(s), and other necessary assistance to successfully relocate you.

If you are displaced for less than one year, your relocation will be classified as temporary relocation. You will not be required to relocate temporarily without at least **thirty (30) days** in advance written notice. Upon completion of the repair or reconstruction of the property listed above, you will be allowed to re-occupy your present dwelling under reasonable terms and conditions, including one year at a rental rate and average utility costs that do not exceed the rate you are currently paying.

If you are displaced for a period of time of one (1) year or greater, your relocation will be classified as permanent. You will not be required to relocate permanently without at least **ninety (90) days** in advance written notice and until after at least one (1) comparable replacement dwelling has been made available to you.

To be eligible for relocation benefits, the displaced person(s):

* Must be distinct from the person(s) or entity responsible for the application to the related [Subrecipient/Agency Name] included in the Puerto Rico Action Plan for Disaster Recovery.
* Must be actively occupying a housing unit within a property receiving Agency assistance at the time funded acquisition, repairs, or reconstruction activities are scheduled to commence.
* Be required to relocate from the assisted housing unit for a minimum of **one (1) day** in order to complete the Agency activities.
* Is/are legally entitled to occupy the housing unit.
* Must be a United States Citizen or qualified alien occupying the residence to be rehabilitated or reconstructed (unless a waiver is granted due to an exceptional hardship of qualifying spouse, parent, or child). Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

We urge you not to permanently move away from your unit unless you want to leave the unit at your own free will. Until it is determined whether you are required to move from your current dwelling for the [Subrecipient/Agency Name], failure to pay rent and meet your other obligations as a tenant may be cause for eviction and loss of relocation assistance. You should continue to pay your monthly rent and to comply with your lease terms and conditions as long as you are occupying the unit. Please note that agreeing to relocate to temporary accommodations does not in any way limit your rights to return to the unit on a permanent basis when the repair or reconstruction is complete.

In accordance with 49 CFR §24.10[[1]](#footnote-1) , you have the right to appeal in any case when it is believed the agency has failed to properly consider your application for assistance under URA. Such assistance may include, but is not limited to, the amount of assistance offered or the determination of eligibility. You will be allowed no fewer than **sixty (60) days** from the date of the program determination to appeal such determination. For more information related to the URA Appeals process, please see the PRDOH Uniform Relocation Assistance Guide & Residential Anti-Displacement and Relocation Assistance Plan (PRDOH URA & ADP Guide) at [www.cdbg-dr.pr.gov](http://www.cdbg-dr.pr.gov).

**PLEASE REMEMBER:**

* **This is not a notice to vacate the premises. You should not move from your dwelling as a result of receiving this notice.**
* **This is not a notice of relocation eligibility.**

You will be contacted soon so that we can provide you with more information about the proposed project and the need (if required) for relocation. We will make every effort to accommodate your needs. In the meantime, if you have any questions about this notice or the proposed project, please contact [URA point of contact name] at [URA point of contact Phone] or [URA point of contact Email]

Sincerely,

[URA point of contact name and title]

1. <https://www.ecfr.gov/cgi-bin/text-idx?SID=bae1b68ea46657956878d8b6947c7335&mc=true&node=se49.1.24_110&rgn=div8> [↑](#footnote-ref-1)