Sent by: Certified Mail ☐ or Personally Served ☐

[Date]

[URA Case ID]

[Tenant Name]

[Temporary Unit Address]

[City, State Zip]

**Re: URA** **– Return Home Notification**

Dear [Tenant Name],

This letter is to notify you that the [Subrecipient/Agency Name] has completed construction activities on your displacement dwelling located at [Original real property address]. Because federal funding is involved with this project, you continue to be protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (**URA**), as amended, 42 U.S.C. § 4601 *et seq*., and Section 104(d) of the Housing and Community Development Act of 1974 (**HCDA**), as amended, 42 U.S.C. § 5304(d).

**This is a notice to return to your original unit within thirty** (**30**) **calendar** **days** **of the date of this notice.** We have notified the landlord of your temporary unit located at [Temporary Unit Address] that your lease will be terminated on this date. The Program will work with you to assist with relocation back to your original unit.

In addition, this notice guarantees you the following:

* You will be able to lease and occupy your displacement dwelling under a new occupancy agreement with the terms and conditions enjoyed prior to your temporary relocation for at least **twelve (12) months**;
* You have the opportunity to replace non-returning household members in order to maintain the pre-relocation household size; landlords retain the right to vet these proposed new occupants; and
* Because you had to move temporarily so that the construction could be completed, you will be reimbursed for all reasonable and necessary expenses related to the relocation, including the cost of moving out of temporary housing and any reasonable out-of-pocket expenses incurred to return to your original unit.

If you elect not to return to this displacement dwelling or fail to negotiate return occupancy terms by the return date stated above, the landlord may advertise the unit for occupancy at market rates without Agency restriction.

**We urge you not to move from your temporary unit until you have had the opportunity to speak with your URA Case Manager.** A representative from the Program will be reaching out to you to coordinate your relocation. All moving and out-of-pocket expenses must be approved by the Program in advance of incurring those costs.

If you have any questions, please contact your URA Case Manager [URA point of contact name] at [URA point of contact Phone] or by email at [URA point of contact Email]. Please save this letter for your records.

Sincerely,

[Digital Signature]

[URA point of contact name and title]

[Name of Agency/Entity/Person]