(Sent by Certified Mail,

Registered First-Class Mail, Return Receipt Requested, or personally served)

[Date]

[Applicant Name]

[Mailing Address]

LANDLORD NOTIFICATION OF GENERAL INFORMATION NOTICE

[CaseID]

[Damaged Property Address]

**Re: URA Notice to Property Owners**

Dear [Applicant and Co-Applicant Name]:

Attached for your information is a sample copy of the General Information Notice (GIN) mailed to all tenant(s) residing in units at the property referenced above. As necessary for the [Subrecipient/Agency Name], this GIN is required to comply with the rules of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, 49 C.F.R. § 24 (**URA**) and Section 104(d) of the Housing and Community Development Act of 1974, as amended, 42 U.S.C. § 5304(d) (**HCDA**). The letter notifies tenants that if activity funded by a Community Development Block Grant Disaster Recovery (**CDBG-DR**) **/** Community Development Block Grant Mitigation(**CDBG-MIT**) Program requires the tenant(s) to temporarily or permanently vacate the unit, then the Program may pay for the associated relocation expenses and increased rental costs of the replacement unit.

If improvements to your property do not require the tenant(s) to relocate, then the tenant(s) will receive a **Notice of Non-Displacement** explaining that relocation is unnecessary. If improvements to your property require the tenant(s) to relocate, a URA Case Manager will be assigned to the tenant(s) to make a final determination of URA eligibility, and to assist the tenant(s) throughout the relocation process.  The URA Case Manager will assist the tenant(s) to find suitable replacement housing for the duration of relocation.

Your tenant is potentially eligible to receive relocation advisory services and financial assistance with reasonable costs of relocation. These costs may include, but are not limited to:

* Moving expenses
* Assistance locating and making deposits for temporary housing that is decent, safe and sanitary
* Payments towards the difference in the rent and utilities between the temporary housing and their current rent

As a landlord and applicant to the [Subrecipient/Agency Name], you are required to comply with regulations of URA. As such, your duties include, but are not limited to the following:

* Provide the program with the information necessary to confirm whether or not a tenant resides in your damaged property, including your tenant’s contact information;
* Do not evict a tenant without just cause;
* If the program deems your tenant’s relocation as temporary, you must allow your tenant to return to the same unit at the same rental rate for at least a one-year term after repairs or reconstruction of your property has been completed.

**Notifying a tenant to move out of the unit, attempting to unreasonably raise the tenant’s rent, and/or eviction without contacting the Program in advance may disqualify you from receiving assistance under any Puerto Rico Department of Housing CDBG-DR/MIT Programs. If you are considering eviction because the tenant is not in good standing, please contact a URA Case Manager immediately at \_(XXX)XXX-XXXX.** To participate in the [Subrecipient/Agency Name], all Program applicants must comply with URA regulations. The Program will provide you with necessary resources to comply with URA. If you have any questions regarding this notice or the requirements of URA, please contact your URA Case Manager at **(XXX)XXX-XXXX** or email **XXXXX@XXXXX.com**.

Sincerely,

[Agency or Program Name] Customer Representative Team