Sent by: Certified Mail ☐ or Personally Served ☐

[Date]

[First Name] [Last Name]

MOVE IN NOTICE

[Case ID] [Tenant ID]

[Street Number] [Street] [Unit Number] [Street Type]

[City], [State] [Zip]

**Re:** **URA – Move in Notice**

Dear [Tenant Name],

The Puerto Rico Department of Housing **(PRDOH)** [Community Development Block Grant-Disaster Recovery (**CDBG-DR**) / Community Development Block Grant- Mitigation (**CDBG-MIT**)] by [Subrecipient**/**Agency Name**]** is interested in acquiring, repairing or reconstructing the property you are considering in occupying located at [real property address]. Because Federal funds may be used in this project, 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) applies for tenants in residence at the time of application. **However, as a new tenant, you will not be eligible for relocation benefits under the URA.**

This notice is to inform you of the following information before you enter into any binding agreement to occupy a unit at the above address:

* You may be displaced by the project.
* You may be required to relocate temporarily or permanently.
* You may be subject to a rent increase.
* You will not be entitled to any relocation benefits provided under the URA. If you have to move or your rent is increased as a result of the above-mentioned project, you will not be reimbursed for any such rent increase or for any costs or expenses incurred by you in connection with a move as a result of the project.

Please read and retain this notification carefully prior to signing a rental agreement or moving into the property located at [real property address]. If you should have any questions about this notice, please contact [URA point of contact name] at [URA point of contact telephone] or [URA point of contact Email]

**Once you have read and have understood this notice, if you still desire to lease the unit, please sign the statement below**

Sincerely,

[URA point of contact name and title] Customer Representative Team

[Applicant’s Name]

[Case ID #]

* I \_\_\_(Prospective Tenant’s Name)\_\_\_understand that the Puerto Rico CDBG-DR/MIT Program is interested in acquiring, repairing, or reconstructing (hereinafter “**the project”)** the property located at [real property address] (hereinafter “**the property**”). I further acknowledge that should I be required to relocated from the property permanently or temporarily due to the aforementioned project at the property, I am not entitled to benefits under the URA. I accept that upon executing a binding agreement to occupy the property:
* I may be displaced by the project;
* I may be required to relocate temporarily or permanently;
* I may be subject to a rent increase;
* I am not entitled to any relocation benefits provided under the URA. If I have to move or my rent is increased as a result of the project, I will not be reimbursed for any such rent increase or for any costs or expenses incurred in connection with a move as a result of the project.

I have read the above information and understand the conditions under which I am moving into this project located at \_\_\_[ real property address]\_\_\_\_.

Print Name of Tenant(s)

Signature(s)