

## Sample Letter of Notification (Tenant)

(Print on community letterhead)

May 15, 1998

Mr. Edward Hawkins  
1387 Hurricane Way, Apartment B14  
Adversity, AS 40241

Dear Mr. Hawkins:

The City of Adversity is interested in acquiring the property you occupy at the above address for the Quake River Relocation Project. This notice is to inform you of your rights under Federal Law.

If the City acquires the property and you are displaced by the project, you will 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.** Continue to pay your monthly rent to your landlord because a failure to pay rent and meet your other obligations as a tenant may be cause for eviction and loss of relocation assistance. We urge you not to move or sign any agreement to purchase or lease a new unit before receiving formal notice that you are eligible for relocation assistance. If you move or are evicted before receiving such notice, you may not receive any assistance. Please contact us before you make any moving plans.

If the City acquires the property 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 prior to the date you will be required to move. You also might receive a payment for moving expenses and be eligible for financial assistance to help you rent or buy a replacement home. This assistance will be more fully explained at these upcoming town meetings. Please try to attend one of the meetings listed below.

Highland High School  
3377 Hill Top Avenue  
111-2221

Mountaineer Elementary School  
90 Tip Top Road  
111-2233

Mesa Community Center  
224 Peak Parkway  
101-9998

7:30 p.m.  
Tuesday, May 26, 1998

10:00 a.m.  
Thursday, May 28, 1998

11:00 a.m. **or** 4:00 p.m.  
Saturday, May 30, 1998

If, for any reason, any other persons move into this unit with you after you receive this notice, your assistance may be reduced. If you have any questions, please contact Pat Keach, Community Development Specialist, at (111) 711-0671, City Hall, Room 430, 35003 Tornado Alley, Adversity, AS, 40009.

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

Sincerely,

Pat Keach  
Community Development Specialist