## Temporary Relocation Notice 30 Day Notice Guideform

*Grantee or Agency Letterhead*

(Date)

Dear (Name of Head of Household):

By letter dated on (date of 90 Day) the (Name of Project), notified you we would be sending you a notice with the details of your temporary move.

* Your move date to your temporary unit is (date).
* You may pick up packing material beginning on (date). Between the hours of \_\_\_\_ and \_\_\_\_\_.
* If you have not already done so and need help packing your personal property, please let us know when you pick up your moving supplies, so that enough moving personnel can be scheduled to be here on moving day.
* Your rent at the temporary unit will be ($ rent amount, TTP).
* The movers are being provided by management and will be at your unit between the hours of \_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_.

A management representative will be on property monitoring and coordination the move, and also be available for any questions you may have on the move day.

Of course, you must continue to comply with the terms and conditions of your lease, if you have any questions please contact (name) at (phone number) between the hours of \_\_\_\_\_ and \_\_\_\_\_.

Thank you for your cooperation.

Sincerely,

(name and title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Receipt Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_