## Temporary Relocation 90 Day Notice Guideform

*Grantee or Agency Letterhead*

Property Name

Property Address

Date

Dear (Resident),

On (GIN date), (property name) notified you of proposed plans to rehabilitate the property you currently occupy at (address). The project was approved, and repairs/rehab will begin 90 days from this notice. We hope you are pleased and exited about the improvements that we will be making to the property to improve safety and attractiveness.

**This is your notice that construction will start in 90 days. Do NOT move now. If you choose to move on your own, you will not be provided relocation assistance.**

On (date), (property name) will begin moving tenants to their temporary/ permanent units if necessary. During this 90 day period (contact name, phone number) will be available to provide assistance and answer any questions you may have. **(Describe assistance provided here)**

**Your temporary/permanent address will be:**

Please transfer your utilities over to your temporary/permanent location on this date: \_\_\_\_\_\_\_\_\_\_.

We will help you to move to the new unit at a date to be mutually satisfactory.

Before moving you to the (Property name) must (re)certify your income and lease. Please call (contact name, phone number) or stop by the office to schedule an appointment to meet. Please bring these documents with you this meeting. (List docs needed). At this time, we will give you your new keys and sign your replacement lease.

We will remind you again about this information and let you know what exact date of your move in a (Temporary Relocation/ Transfer) 30 Day Notice. Please do not move now.

If you have any questions about this 90 day notice or the relocation process, please call (contact name, phone number) or come to the leasing office. We appreciate your patience during construction. Thank You.

Sincerely,

Date Delivered:

Delivered By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Resident Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_