**Community Development Block Grant Sample Relocation File Checklist**

A separate file is to be maintained for each household displaced.

1. Fully Completed Case Record Form
2. Notice of Notice of Displacement or Notice to Continue in Occupancy and HUD Brochure Sent
3. Evidence of Receipt by Relocatee

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1. Evidence of Referrals to Replacement Housing
2. Copy of 90 Day Notice and Evidence of Receipt, if Applicable
3. Copy of 30 Day Notice and Evidence of Receipt, if Applicable
4. Record of Inspection of Replacement and Referral Units
5. Copy of Relocation Claim, Worksheet, and Supporting Documentation
6. Evidence of Verification of Claim
7. Copies of Cancelled Checks
8. Acknowledgement of Payments and Services Rendered
9. Appeal, if Filed, and Disposition
10. Correspondence Copies: 1.

Date: Subject Matter:

2.

3.

4.

5.

Use additional sheet if necessary

1. Other Data:

Specify:

1. If Relocation not completed within six months of notice of Displacement, explanation of delay and plan for timely completion: