

C-24: RELOCATION FILE CHECKLIST

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 _____
4. Evidence of Referrals to Replacement Housing _____
5. Copy of 90 Day Notice and Evidence of Receipt, if applicable
6. Copy of 30 Day Notice and Evidence of Receipt, if applicable _____
7. Record of Inspection of Replacement and Referral Units _____
8. Copy of Relocation Claim, Worksheet, and Supporting Documentation _____
9. Evidence of Verification of Claim _____
10. Copies of Cancelled Checks _____
11. Acknowledgement of Payments and Services Rendered
12. Appeal, if filed, and Disposition _____

Correspondence Copies: _____ Date _____ Subject Matter 1.

- 2.
- 3.
- 4.
- 5.

Use additional sheet if necessary

14. Other Data:

Specify:

15. If Relocation not completed within six months of Notice of Displacement, explanation of delay and plan for timely completion.
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