# Sample Temporary Relocation Notice

DATE    
  
Name of Tenant   
Address   
City, State, Zip   
   
  
Dear NAME OF TENANT:   
  
  
In the Notice of Non-displacement we sent you on DATE, we indicated that you might be required to move out of your home temporarily in order for the necessary DESCRIBE ACTION (acquire, rehab, demolish, etc) to be completed. This notice is to inform you that you will be required to move out of your home on DATE for a period of NUMBER OF MONTHS (Not to exceed 12).   
  
The conditions of your temporary move are as follows:

* You may identify your own temporary housing unit, but it must be inspected by the SUBRECIPIENT/GRANTEE and found to be decent, safe and sanitary. The SUBRECIPIENT/GRANTEE is also available to assist you in identifying a suitable temporary housing unit.
* If you choose to stay with a family member or friend and you pay rent during your stay, you must be able to provide the SUBRECIPIENT/GRANTEE with proof of any rental payments.
* You will be reimbursed for all out-of-pocket expenses, including the cost of moving to and from the temporary unit, of changing utilities, of storage, and increased rent.
* If there are no cooking facilities in your temporary unit, you will be provided with an adequate meal stipend.

Upon completion of the required DESCRIBE ACTION (acquire, rehab, demolish, etc), you will be allowed to return to the your home/unit. The SUBRECIPIENT/GRANTEE will contact you periodically during your temporary move to update you on the status of the DESCRIBE ACTION (acquire, rehab, demolish, etc) and to assist you with your move back to your home. In the interim, if you have any questions or concerns about the temporary relocation process, please contact CONTACT NAME at ADDRESS or TELEPHONE NUMBER.

Please keep this notice in your files.   
  
Sincerely,   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
(Authorized Signature)