**C-19: SAMPLE LETTER TO RELOCATE IN A SUBSTANDARD UNIT**

# SAMPLE

**LETTER TO RELOCATE IN A SUBSTANDARD UNIT**

**{grantee letterhead}**

DATE

Dear TENANT NAME:

Relocation regulations established by Federal law will not permit GRANTEE NAME to make a rental assistance payment to you until you move into an apartment or house that meets their definition of a “decent, safe and sanitary” replacement unit. Your new apartment does not meet this definition because:

1. The wiring does not meet the City/County electrical code.
2. A two-bedroom apartment is too small for a family of five (two adults, one 16-year-old son, one 14-year-old daughter, and an 11-year-old son).

In order to be eligible for a replacement housing payment, you must move into an apartment or house that meets all the requirements within one year from the date you moved from your old apartment at PREVIOUS ADDRESS. You must move into a qualified apartment or house by DATE to be eligible. SUBRECIPIENT/GRANTEE has a list of eligible houses and apartments and will help you find one and will arrange inspections of any apartments or houses you find on your own. Their telephone number is TELEPHONE NUMBER.

If you move into a “decent, safe and sanitary” house or apartment by DATE you would be eligible to receive rental assistance to cover the difference in the monthly cost between your old apartment and a new apartment for four years. This payment will be made in installments if you file a claim for benefits within 18 months after the date you move into a decent, safe and sanitary apartment.

If you choose to purchase a home, you would be eligible for $\_\_\_\_\_\_ for down payment assistance. You are entitled to these benefits if you move into a decent, safe and sanitary replacement unit by DATE and file a claim within 18 months of completing the move. The City/County has already set aside money to pay you. Payments are generally made within NUMBER of weeks of claim submission.

In order to receive these benefits, you must relocate into a standard unit. Please contact NAME. They will help you find and move into a standard unit. They are also available to answer any questions you might have about the relocation process.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and Title)