

**C-31: 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 \_\_\_\_\_

- 13. 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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