

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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