

## EXHIBIT 6-P

### GUIDE FORM NOTICE OF ELIGIBILITY FOR RELOCATION ASSISTANCE -- 180-DAY HOMEOWNER

HUD Handbook 1378  
Appendix 5

*(Grantee or Agency Letterhead)*

(date)

Dear \_\_\_\_\_:

This is a **notice of eligibility for relocation assistance**. As discussed with you, it will be necessary for you to move after the (Grantee) acquires your home at (address) for the planned (identify project). However, **you do not need to move now**. You will not be required to move without at least 90 days advance written notice of the date by which you must vacate. When you do move, you will be entitled to relocation payments and other assistance in accordance with Federal regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA). The effective date of this notice is (date of initiation of negotiations). You are now eligible for relocation assistance.

You may choose either (1) a payment for your actual reasonable moving and related expenses, or (2) if you prefer, a fixed moving expense and dislocation allowance of \$\_\_\_\_\_.

Since you owned and occupied your home for at least 180 days prior to (date of initiation of negotiations), you may qualify for a replacement housing payment to cover the following costs:

1. Purchase Price Differential. Since we have determined that a "comparable replacement home" will cost more than the value of your present home, you may receive a purchase price differential payment up to \$\_\_\_\_\_ as discussed below.
2. Incidental Expenses. You will be reimbursed for all reasonable costs incidental to the purchase of your new home, such as recording fees, the title insurance premium, and transfer taxes.
3. Mortgage Interest Differential. It is our understanding that the interest rate on your current mortgage is \_\_\_\_\_% and that the current prevailing rate for a similar mortgage is \_\_\_\_\_%. Assuming these interest rates and an outstanding principal balance of \$\_\_\_\_\_ on your current mortgage, you may qualify for a payment for additional mortgage financing costs up to \$\_\_\_\_\_. The exact amount will be determined at the closing and will depend on the actual interest rate on your new mortgage and the amount you borrow.

Listed below are three "comparable replacement homes" that you may wish to consider buying:

	<u>Address</u>	<u>Asking Price</u>	<u>Name and Phone No. of Person to Contact</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

We would be glad to provide you with transportation to inspect these dwelling units. We believe that the unit at (address) is the most representative of your present home. Since that unit would cost \$\_\_\_\_\_ more than we have offered you for your present home, you may be eligible for a purchase price differential payment up to \$\_\_\_\_\_. This is the maximum differential that you are eligible to receive. If you purchase a decent, safe and sanitary replacement home that costs less than \$\_\_\_\_\_, the price differential payment would be based on the actual purchase price.

Contact us immediately if you do not agree that these units are comparable to your home. We will explain the basis for our selecting these units and, if necessary, we will find other units. We will not base your payment on any unit that is not a "comparable replacement home." Should you wish to rent (rather than buy) a comparable replacement home, let us know. We will help you find comparable rental housing and explain your eligibility for a rental assistance payment.

I am enclosing a brochure entitled, "Relocation Assistance to Displaced Homeowners." Please read the brochure carefully. It explains your rights and some things you must do to obtain a payment. For example, to obtain a replacement housing payment you must purchase and move to a decent, safe and sanitary home within one year after you move (or receive your final acquisition payment, if later). Therefore, do not commit yourself to buy or rent a unit before we inspect it.

I want to make it clear that you are eligible for assistance to help you relocate. In addition to relocation payments and housing referrals, counseling and other services are available to you. A representative of this office will soon contact you to determine your needs and preferences. That representative will explain your rights and help you find replacement housing and obtain the relocation payments and other assistance for which you are eligible. If you have any questions, please contact (name), (title) at (phone), (address).

Remember, do not move before we have a chance to discuss your eligibility for assistance. This letter is important to you and you should retain it.

Sincerely,

(name and title)

Enclosure

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NOTES (*to be removed from letter*):

1. The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See Paragraph 2-3d of Handbook.)
2. This is a guide form. It should be revised to reflect the circumstances.