# CDBG-DR 8-8

**Sample Letter to Relocatee in a Substandard Unit**

Subrecipient Letterhead

Click or tap to enter a date.

Dear Click or tap here to enter text.:

Relocation regulations established by Federal law will not permit Click or tap here to enter text. 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. Click or tap here to enter text..
2. Click or tap here to enter text..

In order to be eligible for a replacement housing payment, you must move into an apartment or house that meets all these requirements within one year from the date you moved from your old apartment on Ash Street. You have to move into a qualified apartment or house by Click or tap to enter a date. to be eligible. Click or tap here to enter text. 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. Her contact information is Click or tap here to enter text..

If you move into a “decent, safe and sanitary” house or apartment by Click or tap to enter a 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 Click or tap here to enter text.for downpayment assistance. You are entitled to these benefits if you move into a decent, safe and sanitary replacement unit by Click or tap to enter a date. and file a claim within 18 months of completing the move. Click or tap here to enter text. has already set aside money to pay you.

In order to receive these benefits, you must relocate into a standard unit. Please contact Click or tap here to enter text.. She will help you find and move into a standard unit. She is also available to answer any questions you might have about the relocation process.

Sincerely,

 Click or tap here to enter text.