

**SAMPLE GENERAL INFORMATION NOTICE  
NONRESIDENTIAL TENANT NOT DISPLACED  
(USE LETTERHEAD)**

[DATE]

Dear [NAME]

The [CAMPUS NAMEJ] is interested in rehabilitating the property you currently occupy at [ADDRESS] for a proposed project which may receive State funding assistance.

The purpose of this Notice is to inform you that you will **not** be displaced in connection with the proposed project. If the project application is approved and state financial assistance provided, you may be required to move temporarily so that the rehabilitation can be completed.

If State financial assistance is provided for the proposed project, you will be protected by a state law known as the *California Relocation Assistance Law (Government Code section 7260 et seq.)* and its implementation as specified in the Department of Housing and Community Development *Relocation Assistance and Real Property Acquisition Guidelines*. If your operation will be shut down for any length of time due to the rehabilitation project, you **may** be temporarily relocated and **may** be eligible for reimbursement of your reasonable out of pocket expenses:

We urge you **not** to move at this time. If you choose to move, you will not be provided relocation assistance.

Please remember:

- **This is not a notice to vacate the premises.**
- **This is not a notice of relocation eligibility.**
- **You will receive adequate notice, per the law, of your relocation eligibility and your need to move, if necessary.**

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs.

In the meantime, if you have any questions about our plans, please contact:

[NAME]

[TITLE]

[ADDRESS]

[PHONE]

Sincerely,

[NAME AND TITLE OF AUTHORIZED CAMPUS OFFICIAL]

Enclosure

ACKNOWLEDGEMENT RECEIPT:

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[NAME]

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[DATE]