

**SAMPLE NOTICE OF DISPLACEMENT AND ELIGIBILITY
FOR RELOCATION ASSISTANCE
BUSINESS, NONPROFIT ORGANIZATION AND FARM OPERATION
(USE LETTERHEAD)**

Dear _____:

On [DATE], the [CAMPUS NAME] submitted a written offer to buy the building at [PROJECT ADDRESS]. The building is on the site of the planned [PROJECT NAME].

Our records indicate that you are an occupant of this building. This is a *Notice of Eligibility for Relocation Assistance*. To carry out our plans to develop the [PROJECT NAME], it will be necessary for you to move. However, you **do not** need to move now. You will receive at least 90 days advance written notice of the date by which you must move.

When you do move, you will be entitled to relocation payments and other assistance in accordance with 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*. The effective date of this Notice is [DATE OF INITIATION OF NEGOTIATIONS]. You are now eligible for relocation assistance.

To assist you in your relocation, you are eligible for reimbursement for the actual reasonable cost of moving your business, and a payment of up to \$10,000 to help reestablish your business at another location. As an alternative to these payments, you may, if you meet certain eligibility conditions, elect to receive a fixed payment that is based on your average annual net earnings. The minimum fixed payment is \$1,000 and the maximum is \$20,000.

I am enclosing a brochure entitled, *Relocation Assistance for Displaced Businesses, Nonprofit Organizations and Farms*. Please read the brochure carefully. It will help you determine which of these payments is most advantageous to you.

I want to make it clear that you are eligible for assistance to help you relocate. In addition to relocation payments, counseling and other services are available to you.

A representative of this office will soon contact you to determine your needs and preferences and to help you find and relocate to a suitable replacement location. That representative will explain your rights and help you obtain the relocation payments and other assistance for which you are eligible. In the meantime, if you have any questions regarding this notice, please contact:

(Name) _____

(Title) _____

(Phone), _____

(Address) _____

Remember, do not move before we have a chance to discuss your eligibility for assistance. Please note also that we will need timely advance notice of your move if you apply for reimbursement of your actual moving expenses. This letter is important to you and should be retained.

Sincerely,

[NAME AND TITLE OF AUTHORIZED CAMPUS OFFICIAL]

Enclosure

ACKNOWLEDGEMENT RECEIPT:
