

SAMPLE: NOTIFCE OF NON-DISPLACEMENT FOR REHABILITATION PROJECTS

[USE LETTERHEAD]

Date:

Name:

Address:

City/State/Zip

Re: NOTICE OF NONDISPLACEMENT

Dear _____:

On ___(DATE)___, [CAMPUS NAME] notified you of proposed plans to rehabilitate the property you currently occupy at ___(ADDRESS)___ for a campus expansion project. On ___(DATE)___, the project was approved and will receive state funding. Repairs will begin soon.

- **This is a notice of nondisplacement.** You will not be required to move permanently as result of the rehabilitation.

This notice guarantees you the following:

1. Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions.
2. If you must move temporarily so that the rehabilitation can be completed, you will be reimbursed for all of your reasonable extra expenses, including the cost of moving to and from temporary housing and any increased interim housing costs. The temporary unit will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable.

Since you will have the opportunity to occupy a newly rehabilitated apartment, I urge you **not to move**. (If you do elect to move for your own reasons, you will **not** receive any relocation assistance.) We will make every effort to accommodate your needs. Because state funding is involved in this project, you are protected by the California Relocation Assistance Payment. Of course, you must continue to comply with the terms and conditions of current rental agreement or lease.

If you have any questions, please contact ___[NAME]___ at ___(PHONE)___, _____(ADDRESS)_____. This letter is important to you and should be retained.

Sincerely,

