

**SAMPLE NOTICE OF ELIGIBILITY FOR RESIDENTIAL OWNER-OCCUPANT RELOCATION  
ASSISTANCE  
[USE LETTERHEAD]**

Date:

NAME  
ADDRESS  
CITY, STATE, ZIP CODE

**Re: Project Name:**  
**Project Number:**  
**Case No:**

Dear **Displacee:**

This is to notify you of your eligibility for relocation assistance. As you have been previously notified, it will be necessary for you to move if, as has been proposed, the California State University acquires your home at \_\_\_\_\_, for the planned [Name of CSU 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. Also you will receive a 30-day Notice reminding you of the date in which you must vacate. When you do move, you will be entitled to relocation payments and other assistance in accordance with State of California Relocation Assistance and Real Property Acquisition Guidelines (Title 25, California Code of Regulations, Ch.6, Art.1, Section 6000 *et seq.*)

**Moving Costs:**

To cover your moving expenses, you may choose either:

- (1) **A Fixed Move Payment:** Expense based on the moving cost schedule produced by the Federal Highway Administration for the State of California. This is a self move payment. If you choose this option you will be paid \$\_\_\_\_\_ for a total of \_\_\_ rooms of furniture to move (detail rooms ) without proof of costs incurred; **or**
- (2) **Actual Move Payment:** If you chose to base your moving benefit on Actual Moving Costs, bids must be obtained from at least two professional moving companies before you move. The lowest responsible bid will be selected. You can use the low bid amount to hire a mover of your choice. The CSU will pay for a move of up to 50 miles. (If you are thinking of hiring a commercial mover, you must discuss your plans with your Relocation Agent before you move.)

**Your Eligibility Calculation:**

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

**Purchase Price Differential (Replacement Housing Payment).** Once CSU representatives have been permitted to inspect your property, the dwelling that you occupy will be compared to functionally similar dwellings in the immediate and adjacent neighborhoods that are similar to yours. A market comparable average will be calculated to determine what it would cost to purchase a replacement dwelling most representative of your present home or unit (allowances have been made for upgrades and/or amenities which might increase the value of your present dwelling in a competitive market). If, based on this average, we conclude that it would cost more than what we have offered you for your present home, you would be eligible for a Purchase Price Differential payment (Replacement Housing Payment). Since this payment is intended to cover the difference between the appraised value of your owner-occupied dwelling and the market comparable average of a replacement dwelling, it is in your best interest to cooperate with the appraisers to insure that you receive the maximum benefits for which you are entitled. ***The Purchase Price Differential payment cannot be calculated unless the CSU is allowed to conduct an interior and exterior inspection of your property.***

To obtain a replacement housing payment you must purchase and move to a decent, safe and sanitary home within one year after you move from the home you now occupy (or receive your final acquisition payment, if later). Do not commit yourself to buy or rent a dwelling before we inspect it, to insure it meets the decent, safe and sanitary standards set by law.

**Incidental Expenses:** You will be reimbursed for all reasonable (non-reoccurring) costs incidental to the purchase of your new home, such as recording fees, the title insurance premium, and transfer taxes.

**Mortgage Interest Differential:** You may also be eligible for a mortgage interest differential based on the term, loan balance, and interest rate of your new mortgage. This payment has limits as established by the prevailing market rate, as well as the term, loan balance, and interest rate at the property you now occupy. You must work closely with your Relocation Agent to fully understand this complex potential payment.

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.

**If You Have Questions or Any Disagreements:**

We encourage you to discuss this letter and your eligibility for relocation benefits with your Relocation Agent. If you have found any errors, or have questions about the calculations, your Relocation Agent will further explain this process to you.

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We hope you find this letter and your Relocation Agent's service helpful. However, if you are not satisfied with the CSU's determinations, you have the right to appeal. Your Relocation Agent will help you secure and complete the appeal form if you cannot resolve any issues you may have directly with your Agent or CSU staff.

You may contact your Relocation Agent at \_\_\_\_\_.

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

Sincerely,

Project Manager  
Consultant Firm  
On behalf of The California State University

Original Received: \_\_\_\_\_  
Date

By: \_\_\_\_\_

By: \_\_\_\_\_