

RAP ATTACHMENT

**SAMPLE GENERAL INFORMATION NOTICE
NON-RESIDENTIAL TENANT TO BE DISPLACED
[USE LETTERHEAD]**

Dear _____:

The _____ may be interested in acquiring the property you currently occupy at _____ for a proposed project that may receive State funding assistance.

The purpose of this Notice is to inform you that you **may** be displaced as a result of the proposed project. This notice also serves to inform you of your potential rights as a displaced person under a state law known as *The California Relocation Act* (Government Code section 7260 et seq.) and implemented by the *Relocation Assistance and Real Property Acquisition Guidelines*. If the proposed project receives State funding, and if you are displaced as a result of acquisition, rehabilitation or demolition of the project, you may be eligible for relocation assistance and payments under the *Guidelines*.

This is NOT a notice to vacate the premises.

This is NOT a notice of relocation eligibility.

In the future, if a determination is made that you are eligible for relocation assistance, you may be eligible for:

- Relocation advisory services, including referrals to replacement sites;
- At least 90 days advance written notice of the date you will be required to move;
- Payment for your moving expenses; re-establishment expenses, and search expenses.

You will also have the right to appeal the agency's determination if you feel that your application for assistance was not properly considered.

The enclosed informational brochure, *Relocation Assistance for Displaced Businesses*, provides an explanation of this assistance and other helpful information.

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility, you will not be eligible to receive relocation assistance. It is important for you to contact us before making any moving plans.

Again, this is NOT a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time. If you are determined to be displaced and are required to vacate the premises in the future, you will be informed in writing. In the event the proposed project does not proceed or if you are determined not to be displaced, you will also be notified in writing.

If you have any questions about this notice or the proposed project, please contact:

[Insert name, title, address, phone number, e-mail]

Sincerely,

Enclosure

ACKNOWLEDGEMENT RECEIPT:

Received By: _____ Date: _____