Eligibility Notice To be Produced in District

90-Day Owner-Occupant of Office on District Letterhead

Mobile Home--Eligible for Paper. See Instructions for

A Replacement Housing Payment Use of Form In Subparagraph

Mobile Home Not Acquired 236.8.3.3(a)(1)

EXAMPLE

(Date)

(Owner's Name and Address)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Subject: Relocation Assistance Program

This letter is to advise that you are entitled to a replacement housing payment under the Missouri Department of Transportation’s Relocation Assistance Program, provided that you meet all the payment eligibility requirements for this type payment which will be explained by your Relocation Agent and which are discussed in the Relocation Assistance Brochure given to you.

The maximum replacement housing payment amount that you can qualify to receive will be the difference between $ (which is the trade-in value of your present mobile home) and the amount you actually pay for a replacement mobile home, or for a conventional replacement dwelling unit, which meets decent, safe and sanitary standards or, $ , whichever is the lesser. (The latter amount is based on a $ replacement mobile home.) You must purchase and occupy your replacement unit within the 12-month time period explained in the attached brochure.

If you wish to have the replacement housing payment available at the closing on your replacement, contact your Relocation Agent once you have a purchase contract on your replacement.

The above replacement housing payment offer is subject to your compliance with applicable eligibility requirements and to final approval by the Missouri Department of Transportation.

You will retain ownership of your present mobile home and may move or dispose of it as you see fit; however, the department will not reimburse you for moving it to a new location; and if you reoccupy it after displacement, you will normally be ineligible for the replacement housing payment.

District representatives will help you determine whether or not a replacement unit that you are considering for purchase will enable you to meet the required decent, safe and sanitary standards set out in the Relocation Brochure before you make a purchase commitment. (If the replacement is a mobile home, they will also advise you in advance of the manner in which it must be situated on an adequate replacement site to meet the required standards.)

(continued)

Your Relocation Agent will be able to answer any questions you may have concerning the department's Relocation Assistance Program and will assist you in finding a replacement, if you so desire. Please feel free to contact \_\_\_\_\_\_\_\_ at this office (telephone no. ), if you have additional questions or a need for other relocation assistance.

Sincerely,

District Engineer

(County, Route, Job No., Federal No. and Parcel No.)

**NOTE TO DISTRICT:** If applicable, the following sentence may be added at the end of the first paragraph if necessary: "You are also entitled to a rental subsidy payment which will be discussed in a separate letter." (The relocatee could be eligible for a rental subsidy payment if the subject mobile home was located on a rented site.)

If appropriate, substitute the words "salvage value" in lieu of "trade-in value" in the parenthesis in the second paragraph of the letter.

Insert the computed replacement housing payment amount in the second blank.

If the "latter amount" referred to in the second paragraph was based on the cost of making the subject unit decent, safe and sanitary, and/or of making it mobile, and/or of making it acceptable in the only comparable mobile home park available, change the wording in the parenthesis accordingly.

If the residential portion of the property being acquired is encumbered by a mortgage and has been for at least 90 days before the initiation of negotiations, the following paragraph should be inserted in the eligibility notice:

 If there is now a mortgage on the residential portion of your property, which has been in effect for at least 90 days, you may be eligible for an increased interest cost payment. To obtain an estimate of the amount of this payment you must contact your Missouri Depart­ment of Transportation representative. This should be done immediately after you have found a replacement and signed a contract to purchase it but before applying for loan on it. Once you have obtained a loan commitment and the closing date for the purchase of your replacement, you may contact your Missouri Department of Transportation representative and request that your actual interest cost payment be processed so that it will be available at the closing on your replacement. It is important to contact your Missouri Department of Transportation representative as soon as possible after a closing date has been established to allow time to process your payment.

The spaces in the last paragraph of the form will normally reflect the name of the Relocation Agent assigned to the parcel and his/her office telephone number.