90-Day Owner-Occupant On District Letterhead Paper. See

Conventional Home or Instructions for Use of Form In

Mobile Home Subparagraph 236.8.3.3(b)

EXAMPLE

(Date)

(Owner's Name and Address)

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

Subject: Relocation Assistance Program

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you were offered $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by a Missouri Department of Transportation representative, for the property needed from you as right of way for the below highway project. This offer initiated negotiations for your property and your basic eligibility for relocation benefits has been established. You must also meet additional eligibility requirements for each type relocation payment that may be available to you.)

This letter is to advise that you are entitled to a rental subsidy payment in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_ under the Missouri Department of Transportation’s Relocation Assistance Program, PROVIDED (1) that you rent and occupy a replacement dwelling that meets decent, safe and sanitary standards as out­lined in the Missouri Department of Transportation’s Relocation Brochure within the 12-month time period explained in the brochure (2) the value of utilities and/or furnishings provided in your replacement dwelling does not offset a portion of your additional rental costs, and (3) that the monthly rental fee and utilities you pay for your replacement rental dwelling is not less than $\_\_\_\_\_\_\_\_\_\_\_\_. (If the monthly rental fee and utilities you pay for the replacement dwelling you occupy after being displaced by the department is less than this amount, your rental subsidy payment offer will be recomputed and the payment offer quoted above will be changed.) The above rental subsidy payment amount is subject to your compliance with all applicable payment eligibility requirements and to final approval by the Missouri Department of Transportation.

The Relocation Brochure that you have been provided explains your option to utilize the rental subsidy for down payment assistance. In addition you can be reimbursed for incidental closing costs. The combined total of the down payment and incidental closing costs cannot exceed the lesser of $7,200, or $\_\_\_\_\_\_\_\_\_\_\_\_ plus incidental closing costs.

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

It is mandatory that your replacement be inspected to assure that it meets the decent, safe and sanitary standards set out in the Relocation Brochure. We, therefore, recommend that you not commit yourself to the purchase or rental of a replacement dwelling before department representatives have an opportunity to inspect it and determine whether or not the replacement meets the required standards. If you purchase or rent a replacement that fails to satisfy the decent, safe and sanitary requirements, you will not be eligible for a relocation housing payment.

Please understand that the Missouri Department of Transportation is not recom­mending that you move from the property you now occupy prior to the time it is acquired by the department. You will be provided a 90-day vacancy notice prior to the time you are required to move and we specifically recommend that you continue occupancy until you receive the 90-day notice.

Your department representative will be able to answer questions you may have concerning this or any other phase of the Relocation Assistance Program and will also assist you in finding a replacement dwelling, 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:** Short-term owners cannot receive a larger payment than they would receive if they were long-term owners. A replacement housing comparison record must be done. This is necessary to determine how much the displacees would receive if they were long-term owners. The lesser of the computed rental subsidy or replacement housing payment must be entered in the blank space in the third paragraph.