Eligibility Notice To Be Produced in District Office

90-Day Owner-Occupant On District Letterhead Paper

Of Mobile Home Site

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. Your basic eligibility for relocation benefits has been established. (You must meet additional eligibility requirements for each type relocation payment that may be available to you as explained in the brochure.)

If settlement is consummated on the basis of the above offer, you may also accept this letter as notification that you are entitled to the difference between $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which is the value for your mobile home site and the amount you actually pay for a replacement mobile home site (or conventional dwelling) or $\_\_\_\_\_\_\_\_\_\_, whichever is the lesser, as a replacement housing payment, provided you purchase and occupy a decent, safe and sanitary replacement within the 12‑month time period explained in the Relocation 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 offer is subject to your compliance with applicable eligibility requirements set out in the Relocation Brochure and to final approval by the Missouri Department of Transportation.

Your replacement housing payment offer was based on the price of an available replacement mobile home site located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The asking or listing price of the replacement site is $ \_\_\_\_\_\_\_\_\_\_\_\_.

The Relocation Brochure given to you provides an explanation of the eligibility requirements to receive moving cost payments, replacement housing payments, increased interest costs and incidental expenses. It also explains your option to rent a replacement site in lieu of buying, if you so desire.

(continued)

It is mandatory that your replacement dwelling 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 property before department representatives have an opportunity to inspect it and determine whether or not it meets the required standards. If you purchase or rent a replacement property that fails to satisfy the decent, safe and sanitary requirements, you will not be eligible for a relocation housing payment.

The department representative who presents this letter to you will be able to answer questions you may have concerning the department's Relocation Assistance Program and will assist you in finding a replacement site, 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 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.