RA Form 8-3.3(c)(2) Tenant To be Produced in District Office

Eligibility Notice On District Letterhead Paper.

Rental Subsidy See Instructions for Use of Form

In Section 236.8.3.3(c)(2)

EXAMPLE

(Date)

(Tenant's Name and Address)

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

Subject: Relocation Assistance Program

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) that 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 $5,250, or $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ plus incidental closing costs.

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

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 rental subsidy payment offer was based on the rental fee of an available replacement rental unit located at .

Please feel free to contact at this office (telephone no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_), if you have any questions concerning your rental subsidy payment, or if you need other relocation assistance. Department representatives will assist you in finding a replacement dwelling unit if you so desire.

Sincerely,

District Engineer

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