

## **Claim of Entitlement to Additional Relocation Assistance**

### Relocation Assistance

All households receiving a *Notice to Tenant of Pending Withdrawal* are entitled to \$\_\_\_\_\_ in relocation assistance. The following tenants are entitled to an additional \$\_\_\_\_\_ in relocation assistance: (a) a tenant who is 62 years of age or older, or (b) a tenant who is disabled or handicapped, or (c) a tenant who is residing with one or more minor children who are legally dependent on that tenant for federal income tax purposes, or (d) a tenant who is "low-income."

To claim this additional relocation assistance, the qualifying household must submit a written claim of entitlement to the owner and the Housing Department no less than 30 days from the date the *Notice to Tenant of Pending Withdrawal* is received by the tenant.

Chapter 14.08 requires that the *Notice to Tenant of Pending Withdrawal* be accompanied by two stamped addressed postcards that the tenant household can complete and return and thereby claim entitlement to relocation assistance.

The postcard should be in substantially the following format:

<p><b>Date:</b> _____</p> <p><b>To Whom It Concerns:</b></p> <p><b>My household is entitled to \$_____ in additional relocation assistance because:</b></p> <p>_____ <b>My household's annual income does not exceed the qualifying limits; or</b></p> <p>_____ <b>I am residing with one or more minor children who are legally dependant on me for federal income tax purposes; or</b></p> <p>_____ <b>I am over the age of 62; or</b></p> <p>_____ <b>I am disabled.</b></p> <p><b>Signed:</b> _____</p> <p><b>Print Name:</b> _____ <b>Address:</b> _____</p>
---