

Tenant Dislocation File Closeout Checklist – PA CDBG-DR Buyout Program

Name of Household: _____ Date: _____
Offer #: _____ Unit: _____
Address: _____

Before Offer Letter Forms

- General Information Notice (GIN)
- Notification of Possible Tenant Dislocation Form
- Lease Agreement (either the lease in effect at the date of issuance of the GIN or, if new tenant, current lease)
- Rent Roll (Prior to Offer Letter)

After Offer Letter Forms

- Site Occupant Record/Residential
- Form HUD-40061 – Comparable Dwelling for Computing a Replacement Housing Payment
- Notice of Eligibility for URA Relocation Assistance – Residential Tenant
- Unit Inspection Checklist –Housing Quality Standards – form HUD–52580-A
- Copy of Ninety (90) day Move Notice of Permanent Relocation and proof of receipt
- Copy of Thirty (30) day Move Notice of Permanent Relocation
- Form HUD-40058 - Claim for Rental Assistance or Down Payment Assistance
- Form HUD-40054 received; Final Payment Processed
- Amount of Dislocation costs for this file _____