



# Portland Housing Bureau

## Form J ACQUISITION AND RELOCATION QUESTIONNAIRE

*This questionnaire is intended to gather information to assess potential requirements under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and the Portland Housing Bureau Relocation Policies and Procedures.*

Date:

Applicant:

Type of Project: (i.e., new construction, rehabilitation, existing Section 8, etc.)

Funding Source Applied for (HOME, CDBG, TIF, etc):

Project Location / Address: \_\_\_\_\_

I. SITE ACQUISITION SECTION
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1. Does the applicant currently own the site? *(if yes please indicate the year it was purchased. If the property was purchased less than one (1) year ago, a Voluntary Arm’s Length Purchase Offer will need to be executed see below).*

Yes  No

If yes, was the site purchased for this project? (Year Purchased)

Yes  No  *(If no, please describe why this site was originally purchased)*

1(a) If site control exists, was seller provided with URA required Voluntary Arm’s Length Purchase Offer? (form attached at the end of this document)

Yes  **(include copy)** No  **(one must be obtained prior to funding).**

1(b) If no, what is the anticipated date the purchaser can obtain the voluntary arms length transaction document? \_\_\_\_\_

1(c) Has applicant entered into a Purchase and Sale Agreement or Option to Purchase? Yes   
No

**If No, DO NOT enter into one after the submission of this application prior to speaking to PHB**

**RELOCATION/SECTION 104(d) SECTION**

**2.** Will there be any low/moderate income dwelling units demolished or converted to another use other than low/moderated housing? This includes living space that will be converted to another use (i.e., manager’s office)  
Yes  No

**2(b)** Are there low income tenants living on the premises? Yes  No

**3** Please provide copies of the following documentation with this NOFA

Relocation Plan (include any plans for temporary/permanent and or inconveniences anticipated due to this project)

Rent Roll (a list of all persons, including children, roommates and businesses who occupy the property (Businesses may include but are not limited to daycare, computer repair, car maintenance, performed by tenants, etc.)

List of previous tenants who have moved within the past year

**All projects must provide to notices** General Information Notices w/ proof of delivery (signed acknowledgements or certified mail receipts)

**Please Provide the Following Breakdown:**

- Estimated number of tenants to be permanently displaced \_\_\_\_\_
- Estimated number of tenants to be temporarily displaced \_\_\_\_\_
- Estimated number of businesses to be permanently displaced \_\_\_\_\_
- Estimated number of businesses to be temporarily displaced \_\_\_\_\_

**4(a)** Is there a projected estimated budget for relocation costs? Please take into consideration any special needs of the displaced, including age, disabilities, family size, and number of children that may increase the costs please provide a copy of the proposed budget along with this NOFA

Yes  No

**4(b)** Has the source of funding for such costs has been identified. **(If yes, please list type)**

Yes  No

**4(c)** Does the applicant feel informed of the requirement to provide funds for relocation costs and the complexity of this process?

Yes  No

**4(d)** Has a relocation consultant been identified? (If yes, indicate name) Yes  No

GUIDEFORM  
- VOLUNTARY ACQUISITION -

- Informational Notice -  
(Agencies Without Eminent Domain Authority)  
Grantee or Agency Letterhead

(date)

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

(Name of Agency/Person) \_\_\_\_\_, is interested in acquiring property you own at (address) \_\_\_\_\_ for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD).

Please be advised that (Name of Agency/Person) \_\_\_\_\_ does not have authority to acquire your property by eminent domain. In the event we cannot reach an amicable agreement for the purchase of your property, we will not pursue this proposed acquisition.

We are prepared to offer you (\$) \_\_\_\_\_ to purchase your property. We believe this amount represents the current market value of your property. Please contact us at your convenience if you are interested in selling your property.

In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), owner-occupants who move as a result of a voluntary acquisition are not eligible for relocation assistance.

If you have any questions about this notice or the proposed project, please contact (name) \_\_\_\_\_, (title) \_\_\_\_\_, (address) \_\_\_\_\_, (phone) \_\_\_\_\_.

Sincerely,

(name and title) \_\_\_\_\_

NOTES.

1. The case file must indicate the manner in which this notice was delivered (e.g., certified mail, return receipt requested) and the date of delivery.
2. Tenant-occupants displaced as a result of a voluntary acquisition may be entitled to URA relocation assistance and must be so informed per 49 CFR 24.2(a)(15)(iv) – Initiations of negotiations, and 49 CFR 24 Appendix A - 24.2(a)(15)(iv).