



MISSISSIPPI HOME CORPORATION

# Relocation Plan Submission Checklist

This checklist outlines the minimum information expected when submitting a relocation plan for review.

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## Project Information

- Development name and development number
- Property address and county
- Owner and management company
- Total unit count and unit mix
- Funding sources (LIHTC, HOME, CDBG, etc.)

## Construction Information

- Detailed scope of work
- Construction schedule
- Construction phasing plan
- Identification of units impacted by construction
- Estimated construction start and completion dates

## Resident Information

- Certified rent roll
- Unit-by-unit occupancy status
- Household size and unit size
- Identification of special populations (elderly, disabled, large families)

## Relocation Plan Details

- Description of temporary vs permanent relocation
- Relocation process and procedures
- Estimated number of households affected
- Estimated relocation duration

## Relocation Notices

- General Information Notice (GIN)
- Notice of Eligibility for Relocation Assistance



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- Notice of Non-Displacement (if applicable)
- 90-Day Notice (if permanent displacement occurs)
- Construction schedule notice

### **Relocation Assistance**

- Moving assistance description
- Packing materials and services
- Storage assistance
- Transportation assistance
- Advisory services

### **Relocation Budget**

- Estimated moving costs
- Temporary housing costs
- Storage costs
- Relocation administration costs
- Contingency reserve

### **Attachments / Appendices**

- Resident relocation questionnaire
- Tenant notice templates
- Estimated relocation budget
- Certified rent roll
- Scope of work
- Construction schedule
- Off-site accommodations plan (if applicable)

Incomplete submissions may delay review.