

**MONTHLY RELOCATION SUMMARY for \_\_\_\_\_**

**Project Info and Statistics**

Relocation Staff:

Address:

Tel:

Fax:

Email:

Hours of Operation:

Eff	1BR	2BR	3BR	4BR	Total

Project Start Date: (first 120s sent on)

Total Occupied Unit \_\_\_\_\_ Total Vacant Units \_\_\_\_\_ (On Project Start Date)

Occupied Renovated Units: \_\_\_\_\_ Current Tenants: \_\_\_\_\_ New Tenants: \_\_\_\_\_

**Narrative**

**What services have been provided to assist tenants in finding new units.**

Example: Staff provided lists of vacant units after contacting neighboring apartment complexes.

**Describe any ongoing maintenance issues/events.**

Example: The boiler in building 41 was out of order for 2 days. Portable heaters were provided.

**Describe any ongoing issues or concerns raised by tenants with the relocation process? (eg. Qualifying for a new unit, family size, new rents)**

Example: Some tenants have voiced concern over not having an SSN.

**What, if any, events for tenants have been held within the last month? (eg. Tenant meetings, workshops, community events)**

Example: Management had a tenant meeting on 4/4/2006 to discuss the tax credit forms that are necessary to rent a new unit.

**Other Comments:**

Add any other comments you might have here.

**MONTHLY RELOCATION SUMMARY for \_\_\_\_\_**

Phase	Phase I	Phase II	Phase III	Phase IV	Phase V
Start date					
Completion Date					
Total # of Units					
Occupied Units					
Vacant Units					
Number of Notices Issued					
Interviews Scheduled					
Interviews Completed					
Priority List					
11 - 15					
6 -10,					
1 - 5					
Temporary Relocation					
Scheduled					
Completed					
On site					
Off Site					
Permanent Relocation					
Scheduled					
Completed					
On Site					
Off Site					
Relocation Payments					
Partial					
Full					

**MONTHLY RELOCATION SUMMARY for \_\_\_\_\_**

Security Deposits					
In Process					
Paid					
Evictions for Cause					
Existing Tenants Moving to:					
Affordable Units					
Market Units					
CANTU Units					

**MONTHLY RELOCATION SUMMARY for \_\_\_\_\_**

**Relocation Report**

<b>PHASE</b>	<b>Phase I</b>	<b>Phase II</b>	<b>Phase III</b>	<b>Phase IV</b>	<b>Phase V</b>
<b>Start date</b>					
<b>Completion Date</b>					

**Total # of units**  
**Occupied units**  
**Vacant units**

**Number of Notices Sent**

**Interviews Scheduled**  
**Interviews Completed**

**Surveys Completed**

**Priority List (Points)**

15
14
13
12
11
10
9
8
7
6
5
4
3
2
1

**Temporary Relocation**  
**Scheduled**  
**Completed**  
**On Site**  
**Off Site**

**Permanent Relocation**  
**Scheduled**  
**Completed**  
**On-Site Renovated Unit**  
**Off Site**

**Relocation Payments**  
**Partial**  
**Full**

**Security Deposits**

**Evictions for Cause**

**MONTHLY RELOCATION SUMMARY for \_\_\_\_\_**