



AUTHORITY

**30-Day Notice of Temporary Relocation**

Date

Tenant

Address

**Delivered via Certified Mail**

Dear XXXXXXXXXX,

We are excited to inform you that the long-awaited renovations at Steamboat Square Homes will begin in early 2023. As you may recall on August 10, 2018, the Albany Housing Authority (AHA) notified all residents of plans to rehabilitate the property you currently occupy at **20 Rensselaer Street**, for a project which would receive funding assistance from the U.S Department of Housing and Urban Development (HUD) under the Rental Assistance Demonstration (RAD) program. Additionally, residents were provided periodic updates, with the most recent update provided during a meeting held on October 27, 2022.

For planned renovations to begin, AHA will need to relocate you for approximately 10 months. SAV Enterprises, who specializes in relocation, has been contracted to assist you directly with the process and will work with you to review all options available. Additionally, your relocation coordinator will provide guidance and assistance needed to disconnect and/or connect associated utilities, as it is important your utilities at Steamboat Square are shut off during the construction process.

This notice guarantees you the following:

1. **We will move you at NO COST TO YOU.** AHA will coordinate and arrange your move using our dedicated team or a professional moving services company we've hired. You will also be provided with packing supplies. **If you require assistance packing, please notify your designated Relocation Coordinator.** You will also be reimbursed for all reasonable out-of-pocket expenses incurred in connection with any temporary move (including, but not limited to, increased housing costs, hotel costs, friends and family stipend and moving costs).
2. Upon completion of the rehabilitation, you will be able to return to your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions.

**Your temporary relocation will take place no earlier than [insert date 30 days after notice is sent out].**

AHA and SAV Enterprises will **primarily be responsible for the management of your relocation** and ensuring compliance with HUD's relocation obligations. All relocations will be consistent with fair housing and civil rights requirements. If you have any questions about this notice and your eligibility for relocation assistance payments, or if you will be in need of reasonable accommodations during your relocation, please contact your Relocation Coordinator,



# ALBANY HOUSING AUTHORITY

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Chiquita D'Arbeau, Executive Director

**Keith Blair at 518-301-6794** or AHA's Project Development Assistant, **Marianna Holmes at 518-641-7533**, before you make any moving plans. They will assist you with your move to a temporary unit and help ensure that you preserve your eligibility for any relocation payments to which you may be entitled. **Remember, DO NOT MOVE or commit to the purchase or lease of a replacement unit before we have a chance to further discuss your eligibility for relocation assistance with you.**

On behalf of the development and management team, we want to thank you and look forward to your return to a beautifully renovated home.

Sincerely,

Albany Housing Authority