



## Berkeley Housing Authority

1901 Fairview St., Berkeley, CA 94703  
Telephone: (510) 981 5470 Fax: (510) 981 5480

### General Information Notice

<<DATE>>

VIA REGULAR MAIL AND CERTIFIED MAIL

<<HEAD-OF-HOUSEHOLD>> and All Other Occupants

<<MAILING ADDRESS>>

<<CITY, STATE ZIP>>

Dear <<OCCUPANTS NAMES>>:

The Berkeley Housing Authority ("Housing Authority") is preparing an application to the U.S. Department of Housing and Urban Development (HUD) and the State of California Department of Housing and Community Development (HCD) to convert the housing in which you reside from Public and RHCP Housing to privately owned housing with Section 8 Voucher rental assistance. The proposed change will provide for the rehabilitation of the units such as upgrades in interior fixtures and flooring and exterior improvements such as roofing and siding.

As with Public Housing, under the Voucher program tenants will pay 30% of their adjusted income for rent. (Under RHCP, the formula is a little different, but the end rent will be comparable to what a tenant is paying now.) The proposed conversion will also ensure that the 75 Public and RHCP Housing units are preserved over the long term as affordable rental housing serving families in the City of Berkeley.

*Please read the attached Question and Answer brochure which provides more information about the Housing Authority's proposed disposition application to HUD and HCD and how it may affect you.*

This notice is to inform you of your rights under Federal and or State law. If the Housing Authority is approved for, and proceeds with, the conversion of the Property, and you are displaced from your apartment, you will most likely be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, Section 18 of the U.S. Housing Act of 1937 and or California Relocation Assistance Law (Sec 7260 et. seq. of the CA Government Code.



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If you are required to relocate, either permanently or temporarily during the renovation, and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days written notice of the date by which you would be required to move. You will also likely be eligible for moving expenses and financial assistance to help you obtain decent safe and sanitary replacement housing. You will be notified of your eligibility for relocation assistance, the details of the available assistance, and the timing of relocation as soon as the Housing Authority finalizes its plans.

**However, you do not have to move now.**

**This is not a notice to vacate the premises or a notice of relocation eligibility.**

You should continue to pay your monthly rent to the Housing Authority because failure to pay rent and meet your obligations as a tenant may be cause for eviction and loss of relocation assistance. You are urged not to move or sign any agreement to purchase or lease a unit before receiving formal notice of eligibility for relocation assistance. If you move or are evicted before receiving such notice, you will not be eligible to receive relocation assistance.

The Housing Authority has hired the professional firm of **Overland, Pacific & Cutler, Inc. (OPC)** to represent it and to assist you in the relocation process. You are invited to an informational meeting regarding the Housing Authority's plans for the Property to be held on:

**Tuesday November 3rd, 2009**  
**at 1:30pm and again at 6:30pm**  
(the program will repeat, so you only need to attend once)

at:

**South Berkeley Senior Center**  
2939 Ellis Street, Berkeley  
phone (510) 981-5170.

All affected residents are invited to attend. We will answer any questions you may have and give you as much preliminary information as is available at this time. Please attend the meeting that is most convenient for you.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the Housing Authority decides not to proceed with its plans for the property, you will be notified in writing.



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If you have any questions about this or any other relocation issue, please contact **Chad Wakefield** at **OPC** at **(510) 638-3081** or email [cwakefield@opcservices.com](mailto:cwakefield@opcservices.com).

Sincerely,



Tia M. Ingram  
Executive Director

\_\_\_\_\_ Delivered on/by: \_\_\_\_\_/\_\_\_\_\_

*Received by*

X \_\_\_\_\_ Posted on/by: \_\_\_\_\_/\_\_\_\_\_

*Recipient's Signature*

\_\_\_\_\_ Mailed/receipt received on:

\_\_\_\_\_/\_\_\_\_\_

*Date*