

Claim for Actual Reasonable Moving and Related Expenses

U.S. Department of Housing and Urban Development

OMB Approval No. 2506-0016
(Exp. 04/30/2005)

Businesses, Nonprofit Organizations and Farm Operations

(See last page for Instructions and Public Reporting statement)

For Agency Use Only Name of Agency	Project Name or Number	Case Number
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Section A. General

1. Name under which Claimant conducts operations	3a. Address from which Claimant moved	
2. Name, Address and Telephone Number of Person Filing Claim on Behalf of Claimant	3b. Date First Occupied Property (mm/dd/yyyy)	
		3c. Date Move Started (mm/dd/yyyy)
4a. Address to which Claimant moved	4b. Date Move Completed (mm/dd/yyyy)	
5. Type of Operation (Check One) <input type="checkbox"/> Business <input type="checkbox"/> Farm Operation <input type="checkbox"/> Nonprofit Organization	6. Type of Ownership (Check One) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Nonprofit Organization	7. Is This a Final Claim? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No," attach an explanation)

8. Computation of Payment

Item	Amount	For Agency Use Only
(1) Moving Expenses (from section B)	\$	\$
(2) Storage Costs (from section C)		
(3) Reasonable Search Expenses (from section D)		
(4) Actual Direct Loss of Personal Property and Substitute Personal Property (from section E)		
(5) Reestablishment Expenses (from section F)		
(6) Other (attach explanation)		
(7) Total Amount Claimed (add lines (1) thru (6))	\$	\$
(8) Amount Previously Received, if any		
(9) Amount Requested (subtract line (8) from line (7))	\$	\$

9a. Certification of Eligibility for Relocation Payments and Services

Instructions: To qualify for relocation advisory services or relocation payments authorized by the Uniform Relocation Assistance and Real Property Acquisition Policies Act, a "displaced person" must be a United States citizen or national, or an alien lawfully present in the United States. The certification below must be completed in order to receive any benefits. (This certification may not have any standing with regard to applicable State laws providing relocation benefits.) **Your signature(s) on this claim form constitute(s) certification.**

Select either Unincorporated or Incorporated

Unincorporated Businesses, Farms, or Nonprofit Organizations

The business, nonprofit organization, or farm, commonly known as _____ occupies the property at _____.

For each **unincorporated** business, farm, or nonprofit organization, list each owner:

 I _____, as _____ of the business, nonprofit organization, or farm, hereby certify that all individuals are either United States citizens or nationals, or are aliens lawfully present in the United States. _____

(Signature and Date)

[May be signed by the principal owner, manager, or operating officer on behalf of other persons with an ownership interest.]

Incorporated Businesses, Nonprofit Organizations, and Farms

The business, nonprofit organization, or farm, commonly known as _____ occupies the property at _____.

I hereby certify that the corporation listed above is authorized to conduct business in the United States.

 (Signature and Date)

 (Title)

9b. **Certification By Claimant(s):** I certify that this claim and supporting information are true and complete and that I have not been paid for these expenses by any other source.

Signature(s) of Claimant(s) & Date:	Title (Type or Print)	Date
X		

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

To Be Completed by Agency

Payment Action	Amount of Payment	Signature	Name (Type or Print)	Date (mm/dd/yyyy)
10. Recommended	\$			
11. Approved	\$			

Section B. Supporting Data For Moving Expenses (Not Identified in Sections C, D, E or F) (If claim is for approved "self-move," only line (9), Total Costs, needs to be completed.) (Attach page if additional space is needed)

Identification of Type of Work Performed	Name, Address and Telephone Number of Contractor	Should Payment Be Made Directly to Contractor?		Amount Claimed	For Agency Use Only
		Yes	No		
(1)				\$	\$
(2)					
(3)					
(4)					
(5) Total Costs (Enter this amount on line (1) of Item 8, Section A)				\$	\$

Part 2 Identify Substitute Personal Property for which Payment is Requested	Actual Cost of Substitute Property Delivered and Installed at New Location (Attach documentation)	Proceeds From Sale or Trade-in of Property That Was Replaced	Net Cost of Substitute Personal Property (Column (b) minus Column (c))			For Agency Use Only
				\$	\$	
	\$	\$	\$	\$	\$	\$

Claimant's Release of Personal Property I/We release to the Agency ownership of all personal property remaining on the real property.		(1) Total (Add all entries in Parts 1 and 2)	\$	\$
Signature(s) of Claimant(s) or Agent		(2) Cost of Effort to Sell Property (e.g., advertising)	\$	\$
Date (mm/dd/yyyy)		(3) Total Amount Claimed (Add lines (1) and (2). Enter on line (4) of Item 8, Section A)	\$	\$

Section F. Determination of Reestablishment Expenses		Should Payment Be Made Directly to Contractor?		Amount Claimed	For Agency Use Only
Identification of Type of Work Performed	Name, Address and Telephone Number of Contractor	Yes	No		
(1)				\$	\$
(2)					
(3)					
(4)					
(5) Total Costs (Enter this amount, or \$10,000, whichever is less, on line (5) of Item 8, Section A)				\$	\$

Eligible Moving and Related Expenses (Sections B, C, D, and E).

1. Transportation of personal property from the displacement site to the replacement site. Transportation costs for a distance beyond 50 miles are not eligible, unless the Agency determines that relocation beyond 50 miles is justified.
2. Packing, crating, uncrating, and unpacking the personal property.
3. Disconnecting, dismantling, removing, reassembling and installing relocated and substitute machinery, equipment and other personal property. This includes connection to utilities available nearby and modifications to the personal property necessary to adapt it to the replacement structure, the replacement site, or to the utilities at the replacement site, and modifications necessary to adapt the utilities to the personal property.
4. Storage of the personal property, as the Agency determines to be reasonable and necessary.
5. Insurance for the replacement value of personal property in connection with the move and necessary storage. Or, if insurance is not readily available, the replacement value of property lost, stolen, or damaged in the process of moving (not due to negligence by displaced person).
6. Any license, permit or certification required of the displaced person at the replacement location. However, the payment may be based on the remaining useful life of the existing license, permit, or certification.

7. Professional services necessary for (i) planning the move of the personal property, (ii) moving the personal property, or (iii) installing the relocated personal property at the replacement location.
8. Relettering signs and replacing stationery made obsolete as a result of the move.
9. Searching for a replacement location.
10. Actual direct loss of tangible personal property.
11. Purchase of substitute personal property.
12. Other moving-related expenses, as approved by the Agency.

Eligible Reestablishment Expenses (Section F).

1. Repairs or improvements to the replacement real property as required by law, code or ordinance.
2. Modifications to the replacement property to accommodate the business or make the replacement structure suitable for conducting the business.
3. Construction and installation of exterior signs to advertise the business.
4. Providing utilities from the right-of-way to improvements on replacement site.
5. Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, panelling or carpeting.
6. Licenses, fees and permits when not paid as part of moving expenses.

7. Feasibility surveys, soil testing and marketing studies.
8. Advertisement of replacement location.
9. Professional services in connection with purchase or lease of a replacement site.
10. Estimated increased costs of operation during the first 2 years at the replacement site (e.g., rent, utilities, taxes and insurance.)
11. Impact fees or one-time assessments for anticipated heavy utility usage.

Ineligible Expenses

1. Loss of good will.
2. Loss of profits.
3. Loss of trained employees.
4. Personal injury.
5. Interest on money borrowed to make the move or purchase the replacement property.
6. Purchase of office furniture, trade fixtures, manufacturing materials, supplies or product inventory (except as substitute personal property as provided for in Section E).
7. Any legal fee or other cost for preparing the claim for moving and related expenses or for representing the claimant before the Agency.
8. Costs for storage of personal property on real property already owned or leased by the displaced person.

Public Reporting Burden for this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Privacy Act Notice: This form is for the use of displaced businesses, nonprofit organizations, and farm operators that wish to apply for a Payment for Actual Reasonable Moving and Related Expenses, including Reestablishment Expenses, rather than apply for a Fixed Payment. (The maximum Fixed Payment is \$20,000.) The Agency will explain the difference between the two types of payments. If you are eligible to choose either payment, the Agency will help you to determine which is most advantageous. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal the determination. The Agency will explain how to make an appeal. This information is being collected under the authority of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. The information may be made available to a Federal Agency for review.
