

RELOCATION NOTICE

The Manor Revisited Project

The Manor Revisited project is a redevelopment project bounded by Agency Street, Roosevelt Avenue, Columbus Drive, and Market Street. It is intended to redevelop this area for new commercial properties. Through this redevelopment, all properties within the project area are to be purchased by the City of Burlington and demolished. All individuals living within the project area will be displaced and are to be relocated to a replacement dwelling. It is proposed to have all tenants of the Manor Project area moved out to replacement dwellings by May 1, 2007.

Relocation Payments

Relocation payments for which a displaced person (tenants and homeowner occupants) may be eligible include rental assistance, moving assistance, or down payment assistance. Rental assistance is based on the current rent and utility costs when compared to new rent and utility costs. Moving assistance is based on either actual, documented moving expenses or a standard lump sum payment based on the number of habitable rooms in the current dwelling.

Conditions of Eligibility

A tenant must have a legal lease (rental agreement) at the time the City purchases their building. Tenants must be legal tenants of the leased property, such that they are not behind or delinquent on rental payments, utility payment, or any other payments required by their lease. Tenants shall be currently and have been physically living at the leased property.

Procedures for Obtaining the Payments

The project coordinator for the City (John Mercer) will distribute the forms necessary to claim relocation assistance payments. The project coordinator will also assist in filling out the form(s). Tenants should contact the City to arrange a meeting with the project coordinator prior to moving out of an existing home so that the forms may be properly executed and they remain a legal tenant. After the forms are completed, they will be submitted to the Development Department for review and processing. Payment is generally available one week after all forms are submitted to the Development Department.

Advisory Services

All individuals living within the Manor project area will be given reasonable relocation advisory services, including referrals to replacement properties, help in filing payment claims, and other necessary assistance to help the person successfully relocate.

Right to Notice

No person shall be required to move out of their current location prior to receiving a 90-day, advance written notice. Once the City purchases a dwelling and offers a tenant a comparable replacement dwelling, they will have a minimum of 90-days before they will be required to move. No legal tenant or homeowner occupant shall be required to move from his or her current home during the winter months.

Alien Not Lawfully Present

Any person who is an alien (individual who has not been admitted or paroled into the USA or who is in the USA after the expiration of the period of stay) not lawfully present in the United States is ineligible for relocation assistance and payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent or child.

Right to Appeal Eligibility and Payment Amounts

The appeal process is intended to provide a one-step, uncomplicated appeal process that ensures a prompt, fair, and full review of the appeal. An appeal is of an agency action and not a contested case. An individual may appeal items related to relocation assistance. This includes a person's eligibility for relocation assistance, payment, and the amount that is due to an individual.

To be considered, the appeal shall be submitted in writing within 60 days after written notification of the determination by the City is sent or hand delivered to an individual. An appeal shall state which item or action is being contested and should identify and include documentation why an individual believes they are entitled to such. Please submit all appeals in writing to:

Community Development Director
City Hall, 400 Washington Street
Burlington, IA 52601

Upon receipt of the written appeal, the Development Director will appoint a review board and notify the person who is appealing a decision of the date and time of the appeal hearing. Individuals will be given full opportunity to state their case at this hearing. Any representation that is sought is at the appellant's expense. The review board will have the final authority on the appeal decision. Within 30 days of the appeal hearing, the appellant shall be provided a copy of their decision and basis for this decision. Any further appeal shall be forwarded on to the court system.

MOVING INFORMATION

Comparable Replacement Dwelling

No person to be displaced shall be required to move from his or her dwelling unless at least one comparable replacement dwelling has been made available and presented to the displaced person or family by the City. Where possible, three replacement dwellings will be made available.

A comparable replacement dwelling means a dwelling that is all of the following:

1. Decent, Safe, and Sanitary
 - The home meets the applicable housing and occupancy codes
2. Within the financial means of the displaced person
 - The monthly rent and average monthly utility costs for the replacement dwelling do not exceed the costs for the existing dwelling (after rental assistance is provided)
3. Functionally equivalent to the displacement dwelling
 - It performs the same function and provides the same utility. It need not possess every feature of the displacement dwelling, but the principal features must be present.
4. Located on a typical site
 - Typical size for residential development with normal site improvements
5. Currently available
 - Currently available on the open market
6. In an area not subject to unreasonable adverse environmental conditions
7. In a location generally not less desirable
 - With respect to public utilities, facilities, services, and the displaced person's place of employment (the City will attempt to relocate individuals that work near their existing home - within three miles of their employment)

A comparable replacement dwelling will be considered to have been made available to a person if:

1. The person is informed of its location
2. The person has sufficient time to negotiate and enter into a purchase agreement or lease/rental agreement for the property
3. The person is assured of receiving the relocation assistance to which the person is entitled in sufficient time to complete the purchase or lease of the property

Moving Procedure

Once the City purchases a property, tenants will be notified of such purchase. Those that desire to continue to live at their current location may do so under similar conditions of their previous lease agreement with a reduction in monthly rent of \$50 from what they were required to pay under their previous agreement. Tenants will receive 50% of their total rental payments that are paid to the City upon moving out of the City-owned properties. This payment is in addition to other assistance (rental and moving payments) that a tenant will receive.

As the City acquires Manor properties, staff will meet with each tenant/homeowner individually to determine a tenant's replacement housing needs. The City will provide each tenant with a list of one to three comparable replacement dwellings within two weeks of notice by the tenant stating their desire or intent to move from the existing dwelling. If transportation is not available, the City will provide BUS passes to view the comparable replacement dwellings. Displaced persons are not required to purchase or rent any of the replacement dwellings selected by staff. Displaced persons are able to choose a new dwelling on their own. Displaced persons will be compensated rental or down-payment assistance and moving assistance as stated below whether they choose to move to a City selected replacement dwelling or to a dwelling they choose on their own. The City will attempt to find comparable housing for individuals with allowed pets if requested. Should this be unavailable or infeasible, please contact the Humane Society on page 11.

To be eligible for relocation assistance, any dwelling that a displaced person chooses to move to in Burlington must be inspected by City Staff and meet the decent, safe, and sanitary requirement. If an individual has questions concerning the status of a potential replacement dwelling, please contact the Development Department to inspect and confirm that this dwelling meets the minimum requirements before signing any agreement to move to this dwelling.

Please Note: Tenants must remain current (legal) on their rental payments to the current property owner (City or otherwise), their utility payments, and all other conditions of their lease agreement or they may be evicted and may lose their eligibility for relocation assistance from the City.

Moving Before the City Purchases Property

Should tenants desire to move out of their existing dwelling before the City acquires the property from the landowner, the City will provide a one-time, lump sum monetary relocation assistance payment to eligible tenants. The assistance shall be equal to one-months rent at their current location (with City verification of lease and status as legal tenant) plus moving assistance as described below. No additional assistance will be provided once a tenant claims their monetary relocation assistance. It is advised by the City that tenants stay at their current location until the City purchases the property so that each tenant will receive the maximum relocation assistance and advisory services available.

ASSISTANCE PAYMENTS

An eligible displaced person is to be paid both rental assistance payments and moving assistance payments according to the following sections (Rental Assistance Payment and Moving Assistance Payment). Should a person choose to purchase a home instead of renting, they would be eligible for down payment assistance and moving assistance payments. Assistance payments are not considered income (contact your tax advisor regarding this information for your next income tax return).

Rental Assistance Payment

An eligible displaced person who rents a replacement dwelling is entitled to a payment for rental assistance. Such payment shall be 42 times the amount obtained by subtracting the base monthly rent for the displacement dwelling from the lesser of:

1. The monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling
2. The monthly rent and estimated cost of utilities for the decent, safe, and sanitary replacement dwelling actually occupied by the displaced person

Base monthly rental for the replacement dwelling is the lesser of:

1. The average monthly cost for rent and utilities at the displacement dwelling for a reasonable period prior to displacement
2. Thirty percent of the person's average gross household income if the amount is classified as "low income" by HUD's annual survey of income limits for public housing and section 8 programs
3. The total of the amounts designated for shelter and utilities if receiving a welfare assistance payment

Maximum Payments

An eligible displaced person who rents a replacement dwelling offered by the City is entitled to a maximum payment of \$5,250 for rental assistance.

For 180-day homeowner occupants, the maximum amount of rental assistance paid shall not be more than what would be calculated for a replacement housing payment.

Minimum Tenant Payments

For displaced tenants that move to a replacement dwelling on their own and do not choose a dwelling that the City has provided, the rental assistance payment shall be the difference between your current monthly rent and utility cost and the City's comparable dwelling that has the lowest monthly rent and utility cost. If you or the City locate a replacement

dwelling at the same or less cost than your existing dwelling, you will be given minimum rental assistance of one months rent from your original lease agreement (before the City took ownership).

Moving Assistance Payment

All displaced individuals are eligible for moving assistance payments. Moving assistance can be provided based on two methods. The first is based on actual moving costs that are documented with receipts. The second is a fixed moving payment based on the number of habitable rooms in the present dwelling. The fixed moving cost payment may be advantageous to tenants as they are able to move on their own and are not required to submit documentation on moving costs.

A displaced person shall be reimbursed for actual, reasonable, and necessary moving expenses for moving personal property from a dwelling. Such payment shall be supported by receipted bills for labor and equipment for such move. Individuals must provide a competitive bid by at least two bonded/insured moving companies to qualify for actual moving expense payments. Individuals will not be paid for actual moving costs over 50 miles from Burlington, they will however be allowed assistance based on the fixed moving cost payment below.

Displaced persons may choose to accept a fixed payment for moving expenses as an alternative to a payment for actual moving and related expenses. The fixed payment amount is based on the number of habitable rooms (as defined by Chapter 161 - Housing Code of the City of Burlington) as verified by a visual inspection by City staff. Eligible rooms include enclosed spaces having a minimum of 70 square feet of space intended or used for living, cooking, eating, or sleeping, with ineligible rooms including bathrooms, storage areas, closets, and hallways.

*Fixed Moving Cost Payment is based on the number of rooms of furniture and personal property that an occupant owns in their home. If an occupant rents a dwelling that is furnished by the property owner, they would be eligible for the lesser amount of moving payment.

<u>Fixed Moving Cost Payment:</u>		
Number of Rooms	Occupant Owns Furniture	Occupant Does Not Own Furniture
1	\$ 550	\$ 500
2	\$ 700	\$ 550
3	\$ 800	\$ 600
4	\$ 900	\$ 650
5	\$ 1,000	\$ 700
6	\$ 1,100	\$ 750
each additional	\$ 125	\$ 50

Note: If two or more occupants of the current dwelling move to separate replacement dwellings, each occupant is entitled to a reasonable prorated share of any relocation payments (rental assistance and moving assistance) that would have been made available if the occupants moved together to a comparable replacement dwelling.

Down Payment Assistance

Should a tenant or 90-day homeowner occupant wish to purchase a home or buy a home on contract instead of moving to a rental unit, the City will assist with the down payment. An eligible displaced person is entitled to a down payment assistance payment in the amount that the person would receive if the person had rented a comparable replacement dwelling. The full amount of the replacement housing payment must be applied to the purchase price of the replacement dwelling and other incidental expenses, such as closing costs. Down payment assistance is paid at the time of closing or prior to signing the contract agreement (City must verify that it is a legal contract), with payment arranged with the displaced person's lending agency (bank).

Section 8 Assistance

The Low Rent Housing Agency of Burlington, Iowa has established a preference for persons "displaced by governmental action." This means eligible displaced persons within the City of Burlington's Manor Revisited Urban Renewal Project will have priority for new openings on the Section 8 (HCV) assistance waiting list. In some cases, an eligible displaced person or household may find it more beneficial to participate in the (HCV) Program from Low Rent Housing than to accept the City's full cash relocation assistance payment.

The HCV assistance can come in two forms, it can provide rental assistance or it can help with homeownership assistance by subsidizing home mortgage payments. The HCV assistance may continue for as long as you meet the qualification standards. Unlike cash relocation assistance from the City, HCV assistance is recomputed each year to reflect changes in your income, rent or the cost of utilities. The City's relocation assistance is based on moving expenses and rental assistance for a 42-month period after you move from your existing dwelling. With the HCV you may continue to be eligible for HCV assistance after 42 months if you still qualify as a lower income person.

In some cases, an eligible displaced person may become disqualified from the HCV Program if they are paid full relocation assistance from the City. The City of Burlington and Low Rent Housing will work with each qualifying displaced person to ensure that they receive the most assistance available.

If you wish to see if you qualify for this program, please contact the City of Burlington Development Department at 753-8151.

DISPLACEMENT BUS PASSES

School Children

Should a family move to a location that is in a different school zone than they are in now (within the Burlington community School District), the children will be allowed to continue to attend their current school for the remainder of the year. Should the relocation of a student make him or her ineligible for busing to their current school, the City shall provide such students with a City BUS pass for the remainder of the school year. School children may be required to attend a different school next school year, depending on the location to which they relocate.

Employees

Individuals who work within three miles of their current residence and move to a new location that is further than three miles from their existing place of employment shall be provided a 6-month city BUS or SEIBUS pass if they do not have their own transportation. Documentation will be required for the location of a person's new residence and existing place of employment.

OTHER INFORMATION

Housing Discrimination

Housing discrimination based on race, color, national origin, religion, sex, family status, or disability is illegal by federal law. If you believe your rights have been violated when trying to buy or rent a home, you can file a fair housing complaint.

<http://www.hud.gov/complaints/housediscrim.cfm>

Phone: 1 (800) 669-9777

Housing Discrimination: Fair Housing Regional Office for Iowa (mail complaint to address below):

Kansas City Regional Office of FHEO
U.S. Department of HUD, Gateway Tower II
400 State Avenue, Room 200
Kansas City, Kansas 66101-2406

(913) 551-6958
1-800-743-5323

Predatory Lending

Predatory lending is the practice of convincing borrowers to agree to unfair and abusive loan terms. Although predatory industries in general are more likely to target racial minorities, women, and the elderly, victims of predatory lending are represented across all demographics. Predatory lending normally occurs on loans backed by some kind of collateral, such as a car or house, so that if the borrower defaults on payment, the lender can profit by selling the repossessed or foreclosed property. Other types of lending sometimes also referred to as predatory include payday loans, credit cards, and overdraft loans, when the interest rates are considered unreasonably high.

Housing counselors with a HUD-approved agency can help you be a smart consumer. To find a counselor or for information call 1-800-569-4287 or www.hud.gov. For additional questions on predatory lending call 1-800-800-2353 or www.ihoep.com.

Ten Ways to Avoid Predatory Lending...

1. If you try to borrow your way out of financial trouble, you could lose your house.
2. See if you qualify for a conventional loan first.
3. Ask about points and fees.
4. Beware of consolidation loans.
5. Ask what your loan covers.
6. Beware of unscrupulous mortgage brokers.
7. Be very careful when hiring contractors.
8. Get advise before signing loan papers.
9. Don't be afraid to say "NO".
10. Talk about money matters with family and friends.

APARTMENT / HOME LISTINGS

The Development Department will provide Manor residents with information on available apartments for rent, available homes for sale, amenities, rates, and contact information after the City purchases the property that you are living in or upon request. The Development Department will update this information on a bi-weekly schedule and post this information on the City Website, in the Public Library, and in the Development Department on the 1st floor of City Hall and will provide copies to Manor residents upon request.

Note: See page 4, *Moving Procedure* for information on how and when the City will provide comparable replacement dwelling options to Manor residents.

ASSISTANCE PAYMENT EXAMPLES

A tenant currently rents a 3-bedroom apartment with a kitchen and living room for \$400 a month plus utilities. If they move to a comparable replacement dwelling that the City has offered which rents for \$415 a month plus utilities (with utilities being the same as before), the tenant would receive a total of **\$1,630** in relocation assistance.

The rental assistance payment amount is calculated by taking the difference in monthly rent and utility costs and multiplying this amount by 42 months ($\$415 - \$400 = \$15$) and ($\$15 \times 42 = \mathbf{\$630}$). If the tenant chooses the fixed moving payment instead of actual moving costs, the total moving assistance payment for 5 total habitable rooms is **\$1,000**. Adding the rental assistance and the moving assistance results in the total relocation assistance payment ($\$630 + \$1,000 = \mathbf{\$1,630}$).

If the new rent for a comparable replacement dwelling was \$400 or less, the tenant would receive the minimum assistance of one months rent (**\$400**) plus the moving payment of **\$1,000** for a total of **\$1,400**.

HOOK-UPS AND SERVICE

Burlington/West Burlington Area

Contact your current service providers to transfer the services to your new home location.

GAS / ELECTRIC

Alliant Energy
527 S Roosevelt Ave
Burlington 1-800-822-4348

Rural Electric Cooperative (REC)
Rural Burlington 1-800-452-7819

City of West Burlington
122 Broadway St
West Burlington (319) 752-5451

Rathbun Regional Water
Rural Burlington/Des Moines County
1-800-233-8849

TRASH & RECYCLING

Burlington Wastewater Treatment
and Solid Waste Department
101 South Street
Burlington (319) 753-8157

City of West Burlington
122 Broadway St.
West Burlington (319) 752-5451

Recycling Drop-Off Center

DMC Regional Waste Commission
1818 West Burlington Ave.
West Burlington (319) 753-8126

WATER

Burlington Waterworks
500 N 3rd St
Burlington (319) 754-6501

MOVING COMPANIES

Burlington on the Move
(319) 758-6565

Burlington Allied
(319) 753-9881

U-Haul
- 421 S Main Street
(319) 752-0848
- 2013 N Roosevelt Avenue
(319) 752-1784
- 834 Washington Street
(319) 753-1411

Budget Truck Rental
625 West Agency Rd, W. Burl
(319) 752-9827

TAXI SERVICES

A2Z Taxi
(319) 752-6866

C-Yellow Cab
301 Angular Street
(319) 752-6625

BURLINGTON (BUS) BURLINGTON URBAN SERVICE

Burlington's Public Transit System
3510 Division Street
(319) 753-8162

SEIBUS

Transportation services within the southeast Iowa region.
1-866-753-5107, 24 hours in advance or
(319) 753-5107, ext 201

COMMUNITY ACTION OF SOUTHEAST IOWA

Des Moines County Community Action
Available services include: Energy assistance,
weatherization, food assistance programs, childcare
programs, medication assistance.
Neighborhood Center
700 Jefferson Street
Burlington IA 52601
Phone: (319) 753-2893
Fax: 319-753-0849

LOW RENT HOUSING AGENCY

Section 8 Housing within Des Moines County
Call for availability
2830 Winegard Drive
(319) 753-4042

SOUTHEAST IOWA REGIONAL HOUSING AUTHORITY

Section 8 Housing - Outside of Des Moines County
Southeast Iowa Region Planning Commission
200 Front Street, Suite 400
Burlington, Iowa 52601
(319) 753-5107, ext 214

SALVATION ARMY

Burlington, IA Corps
Services include: Community recreation programs,
counseling services, emergency assistance, food & nutrition
217 S 3rd Street
Burlington, IA 52601
Phone (319) 753-2038
Fax (319) 753-0442

DES MOINES COUNTY HUMANE SOCIETY

Local Animal Shelter
2000 N Roosevelt Ave
Burlington, IA 52601
(319) 753-8389

ANIMAL PROTECTION LEAGUE

Homeward Bound Animal Adoption Center
2111 S 3rd Street
Burlington, IA 52601
(319) 753-0401

BURLINGTON ANIMAL CONTROL OFFICER

Burlington Police Department
(319) 753-8368

