



# Greater Dayton Premier Management

Enhancing Neighborhoods • Strengthening Communities • Changing Lives

## 30 DAY NOTICE TO RETURN TO REHABBED UNIT

## 30 DAY NOTICE TO VACATE CURRENT UNIT

**\*DATE\***

**\*NAME\***

**\*CURRENT ADDRESS\***

As a temporarily relocated resident of the RAD converted Quitman community, you have the right-to-return to that property upon construction completion. Currently, construction is scheduled to be completed in mid-September, 2023. Therefore, it's necessary to plan your return move. **All returning tenants will be required to fully vacate their current temporary unit and return to the Quitman property by September 30, 2023.** GDPM will contact you as soon as it's informed of any construction delays or need to extend the required move date.

Because you are required to return to the Quitman property, you have two moving options.

- 1. Self-Move/Relocation Payment:** Consistent with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), **GDPM is offering a relocation payment in the approximate amount of \*\$x,xxx\* to conduct your own return move.** You will be required to pay all costs associated with the move including packing supplies and moving company costs.
- 2. GDPM Arranged Move:** You choose to forfeit the Self/Move Relocation Payment and GDPM will schedule your move, provide you with packing supplies, and reimburse you for all reasonable out-of-pocket costs associated with your move. If you choose this option you will also be eligible for packing assistance if needed.

If you choose the Self Move/Relocation Payment Option, Please fill out the enclosed agreement and return it to our office at 400 Wayne Ave. marked, "ATTN: P&D" by Aug. 25<sup>th</sup>. If you instead prefer to have GDPM arrange your move, simply do not fill out and return the attached agreement prior to Aug. 25<sup>th</sup>.

Your return unit is currently: \*insert return address\*.

The date of return move: \*insert assigned return move date\*

GDPM is not obligated to let you remain in place at your current unit unless you have signed paperwork stating otherwise.

*\*Key and post-move instructions on reverse side\**

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### EXECUTIVE OFFICE

Jennifer N. Heapy  
Chief Executive Officer

Elaine Letton  
Senior VP of Programs

Lisa McCarty  
Chief Financial Officer

Kiya Patrick  
VP of Strategic Development

400 Wayne Avenue, Dayton, Ohio 45410  
Main: 937-910-7500 | Fax: 937-222-3554 | TDD: 937-910-7570  
www.gdpm.org





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## **Item removal deadline:**

Once you schedule your move and verify the date with GDPM, you will be required to fully vacate your temporary unit by that date. \*Any items not removed after 24 hours of your scheduled move date from your temporary unit will be considered abandoned, and GDPM may dispose of any such items. You must return your keys to your temporary (current) address within 24 hours of your move date.

## **New and old key instructions:**

Keys will not be provided until at least after construction completes. You will need to call your property management office to coordinate key handovers:

### Return key:

\*property management office | office address | phone\*

### Destination key:

\*property management office | office address | phone\*

Questions? RAD Hotline: 937.910.5444 | [housingdevelopment@dmha.org](mailto:housingdevelopment@dmha.org)

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## OPTIONAL SELF-MOVE/RELOCATION PAYMENT AGREEMENT

*If moving accepting payment in order to move yourself, fill out and return this form to GDPM at 400 Wayne Ave. Dayton OH 45410 no later than Friday August 25<sup>th</sup> 2023. If hand delivering in lieu of mailing, Please place in one of the document drop bins or mail slots located on either side of the building or hand deliver to our upstairs receptionist. Label the envelope, 'ATTN: P&D'*

I, (print your name) \_\_\_\_\_, am accepting a total payment of \$x,xxx to conduct my own return move (*consistent with Uniform Relocation Assistance and Real Property Acquisition Policies Act*). This obligates me to pay all costs associated with my return move including but not limited to purchasing packing supplies and paying transfer fees for utilities.

This payment, will be distributed to me as two payments. Each payment will be half of the total as two separate checks. The 1<sup>st</sup> payment will be distributed to me as soon as possible prior to my move. The 2<sup>nd</sup> payment will be distributed after my move has completed as an incentive to complete your move in a timely manner<sup>1</sup>.

In the event I accept this payment and do not conduct my return move, I understand that GDPM may, at its discretion, charge me for any deposited amounts and/or pursue other remedies up to and including eviction.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<sup>1</sup>If you require more than the 1<sup>st</sup> half payment prior to your move, please put your cost breakdown, estimates and reasoning into writing; deliver this letter to central office by September 15<sup>th</sup>, 'ATTN: P&D'. GDPM is not obligated to provide you this assistance early.

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