

REPLACEMENT HOUSING PAYMENT – TENANT

RE1948 07/2021

Wisconsin Department of Transportation

Name	No. Occupants	Name of Relocation Specialist
Subject Property Address		Relocation Specialist Contact Information

Tenant – Occupant
 90 Day – Owner Occupant
 <90 Day – Owner Occupant

SECTION A – Available Comparable Housing

All properties are considered comparable. Computations are made using Comparable Property A listed below. Computations are maximum amounts. Only those amounts *actually spent*, up to the maximum will be reimbursed.

ITEM	SUBJECT PROPERTY	COMPARABLE A	COMPARABLE B	COMPARABLE C
Address				
Functionally equivalent				
Meets DSS standards				
Within financial means				
Adequate for displaced persons				
Available to displaced persons				
Fair housing				
Unit type				
Type of Construction				
Type of neighborhood				
Approximate Age				
State of repair				
Lot size				
Garage size				
Utilities Available				
Distance to work				
Distance to schools				
Distance to transportation				
Distance to other:				
# Rooms / Bedrooms				
Habitable area				
Actual Monthly Rent	\$	\$	\$	\$
Utilities (Avg. of 12 months)	\$	\$	\$	\$
Total Monthly Rent	\$	\$	\$	\$

SECTION B – Explanation

Discuss comparable properties used and how they are functionally equivalent to the subject.

Comparable Property	Brief description of comparable properties
A	
B	
C	

Project ID

County

Parcel

SECTION C – Replacement Housing Payment Calculation

The relocation program provides four options for tenant calculations. Complete all applicable sections to determine the lesser of the four(4) options.

ACTUAL RENT PAID

1. New Total Monthly Rent (rent + utilities) from Section A \$	per month X 48 months	\$
2. Less Actual Monthly Rent (rent + utilities) \$	per month X 48 months	\$
3. Equals Calculated Rental Replacement Housing Payment		\$

Required Supporting Documentation

- Executed Lease
- 3 Months confirmation of paid rent
- Confirmation of average utility usage by agent with the utility company for the past 12 months

ECONOMIC RENT

1. New Total Monthly Rent (rent + utilities) from Section A \$	per month X 48 months	\$
2. Less Economic Rent (rent + utilities) \$	per month X 48 months	\$
3. Equals Calculated Rental Replacement Housing Payment		\$

Required Supporting Documentation

- Economic rent calculation
- Confirmation of average utility usage by agent with the utility company for the past 12 months

30% GROSS MONTHLY INCOME

1. New Total Monthly Rent (rent + utilities) from Section A \$	per month X 48 months	\$
2. Less 30% Gross Monthly Income \$	per month X 48 months	\$
3. Equals Calculated Rental Replacement Housing Payment		\$

Required Supporting Documentation

- W-2 income verification, Social Security Award letter (if in place)
- U.S. Department of Housing and Urban Development's Annual Survey of Income limits for the Public Housing and Section 8 Programs with appropriate County or Metropolitan Area highlighted and the number of person's in the household identified
- Written explanation by agent how the relocatee meets requirements for the 30% gross monthly income calculation

AMOUNTS DESIGNATED FOR SHELTER & UTILITIES BY PUBLIC AGENCY

1. New Total Monthly Rent (rent + utilities) from Section A \$	per month X 48 months	\$
2. Less Amounts designated for shelter & utilities \$	per month X 48 months	\$
3. Equals Calculated Rental Replacement Housing Payment		\$

Required Supporting Documentation

- Documentation showing support that the relocatee is receiving welfare assistance payment, such as HUD Section 8 Housing Voucher Program. Review §24.402(b)(2)(iii) and Appendix A to Section 24.2(a)(6)(ix) for guidance

SECTION D – Maximum Rental Replacement Payment Eligibility

The rental replacement housing payment is made upon receipt of documentation of execution for a new lease at a replacement property and estimated monthly utility usage is verified. Tenants are eligible to receive rental assistance OR the maximum amount allowable as down-payment assistance for a replacement property. The maximum amount, of actual, reasonable and necessary replacement costs are identified as :

Maximum Calculated Rental Replacement Housing Payment \$

Amount of Installments

The rental replacement housing payment shall be made in two installments based on actual, reasonable and necessary costs.

	Amount of first installment, if eligible	\$ 0.00
	Amount of second installment, if eligible	\$ 0.00

ATTACHMENTS

- Documentation of comparable properties from source information, including average cost of utility for that unit and if there are additional costs associated with having pets and parking, provided that they were present at the subject. Please label all sources in respect to the comparable.

Relocation Specialist Statement of Certification – I certify that:

1. The determination of the amount of this payment as shown in the computations on this document is correct to my knowledge;
2. I understand that the determination may be used in connection with a Federal Aid Project;
3. I have no direct or indirect present or contemplated interests in this transaction nor will I derive any benefit from this payment.

APPROVAL RECOMMENDED:

Relocation Specialist Date

COMPUTATION APPROVED BY:

BTS-RE Statewide Relocation Facilitator Date

REPLACEMENT HOUSING PAYMENT – TENANT ACTUAL PRICING DIFFERENTIAL ACKNOWLEDGEMENT

Unnumbered 07/2021

Wisconsin Department of Transportation

Original Revised

Acknowledgement Actual Pricing Differential Replacement Payment Eligibility

This form is to be completed and presented to the relocatee upon receipt of necessary documentation needed in order to make the Replacement Housing Payment Claim.

TENANT OR OWNER TO TENANT STATUS

Documentation for a Replacement Housing Payment for tenant or owner going to a tenant status include, but are not limited to:

1. A fully executed lease;
2. Decent, Safe and Sanitary (DSS) Housing Inspection Certification;
3. Verification of average cost of utilities.

The rental replacement housing payment is made upon receipt of documentation of execution of a new lease at a replacement property and estimated monthly utility usage is verified. A signed copy of this form is part of the required documentation to support that claim.

Actual Pricing Differential of Replacement Housing Payment

\$ _____

Amounts of Actual Installments

Amount of first installment

\$ _____

Amount of second installment,

\$ _____

*Subject to confirmation of living in D.S.S. housing at 6 months

(Signature)

(Date)

(Signature)

(Date)

TENANT TO OWNER STATUS

Documentation for a Replacement Housing Payment for tenant going to an owner status include, but are not limited to:

1. An accepted offer to purchase;
2. Decent, Safe and Sanitary Housing Inspection Certification.

The replacement housing payment is made at closing of replacement property as down payment assistance. A signed copy of this form is part of the required documentation to support that claim and the entire payment is only eligible to be used as a down payment.

Maximum Calculated Replacement Housing Payment Amount for Down Payment Assistance

\$ _____

(Signature)

(Date)

(Signature)

(Date)