



Red Wing HRA

Jordan Tower I Renovation Project Relocation Packet

Contents:

- Resident-Specific Personalized Information Sheet
- Overview of Project
- Unit Preparation
- Cable and Internet
- Relocation Options
- Relocation Agreements- Drafts

Prior Communications:

- Resident Packets 1, 2, & 3
- Resident Meeting and Packet
- Frequently Asked Questions

All prior communications are available on the HRA website at www.redwinghra.org and at the HRA office.

Overview

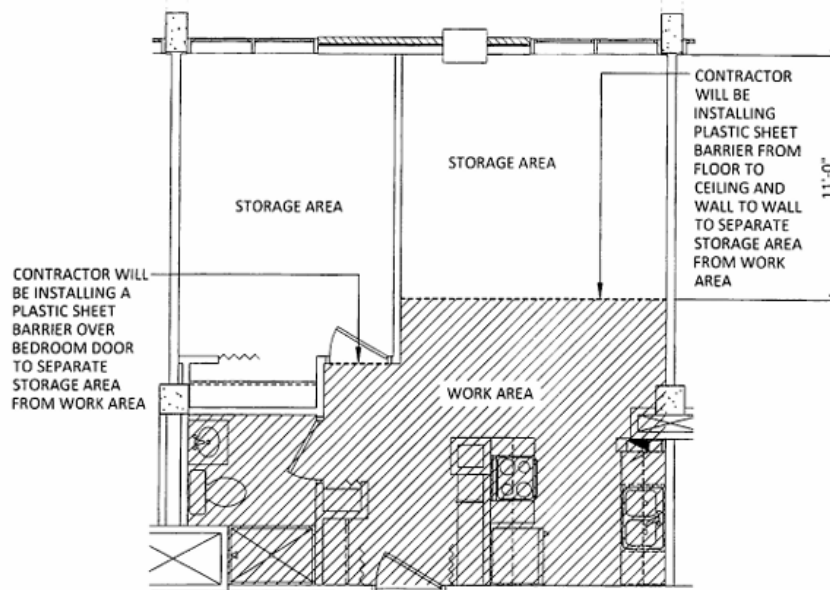
All 100 units in the building will be affected by this project, and residents will need to be temporarily displaced. The work being completed will disrupt the residence, but staff is working to minimize the impact. The HRA staff, contractor, and architect all have experience with construction projects and relocating residents.

The building improvements include replacing all domestic plumbing pipes—including water supply, waste, and vent lines—upgrading the domestic water heaters, installing new main and secondary entry doors, and replacing the laundry room's plumbing connections.

Unit improvements include new bathroom toilets, sinks, faucets, vanity cabinets, shower enclosures, light fixtures, outlets, flooring, and accessories. Additionally, there's a new kitchen sink and faucet, as well as a new electrical panel.

Unit Preparation

- The unit must be prepared and ready by the date assigned.
- Diagrams have been provided on how the unit must be prepared for the construction.
- The HRA will offer up to 15 boxes for each resident to use for storage and/or the move.
- There will be no access to the unit while construction is underway.



Jordan Tower I Renovation Project Relocation Information

All residents will need to temporarily relocate due to the planned construction in their unit. Each unit will need to be prepared for construction before the resident temporarily leaves their unit. While the resident is out of their unit, there will be no power to the unit, and the resident will not be able to return until construction is completed.

The resident's address will not be changed, and access to the mailboxes will be available. The HRA will offer up to 15 boxes for each resident to use for storage and/or the move.

Each resident will be out of their unit for tentatively two to three months during construction. The exact dates are located on the personalized information sheet included with this packet. The dates will fall between January 2027 and November 2027.

Each resident has two options to choose from, and an agreement must be signed for whichever option is chosen.

- Self-Relocation
 - No rent will be due on the unit while the resident is out for construction.
 - A relocation voucher of \$50 per day will be offered. This is approximately \$1,500 per month.
 - Please read the agreement fully for more information.
- HRA Supplied Unit
 - The HRA will hire a moving company to move approved items between the permanent unit and the temporary unit.
 - Rent will be due the same as the permanent unit.
 - The resident agrees to return to their prior unit when directed to do so.
 - Please read the agreement fully for more information.

Each resident needs to choose an option, and the agreement must be signed and returned to the HRA office once the dates are scheduled.

HRA Supplied Unit (See attached agreement)

The HRA will pay a mover to move approved items from the permanent unit to the temporary unit and then return them once construction on the permanent unit is completed. The resident would still pay the same rent in the HRA-supplied unit as in their permanent unit. All leases and addenda will be enacted for the temporary unit. The resident will sign the HRA Supplied Unit Agreement. Some approved items that could be moved are:

- Bed
- Television and small stand
- Couch/recliner
- Microwave
- Table and chair
- 5 boxes

Self-Relocation (See attached agreement)

- Resident declines to relocate to an HRA-supplied temporary unit and signs the Self-Relocation Agreement.
- The resident is solely responsible for securing, paying for, and maintaining their temporary housing during the construction period on their unit.
- Residents who choose to self-relocate will receive a relocation voucher. This voucher can help cover alternate relocation expenses. This is the only reimbursement available to residents who choose to self-relocate.
 - The voucher will be \$50 per day while the unit is under construction. The exact amount of the voucher being offered is included in the personalized information sheet included in this packet.
- Rent on their unit will not be due the months the unit is under construction.

Kitchen Sink Phase- only affects 3 stacks

- Resident stays in unit but is not able to use the kitchen sink
- Cannot put anything back into the cupboards until construction is completed
- Can use the fridge and stove
- Paper products provided by the HRA
- Residents will be notified when workers need to enter the unit for construction work.

HRA Cable, Internet, and Landline Phone

- ❖ Self-Relocation Option
 - For the two months out of the unit, the HRA will cover the costs for these services.
- ❖ HRA Supplied Unit Option
 - The services will be transferred to the temporary unit, and the residents will continue paying for these services.

Spectrum Services (stated to staff when contacted customer service)

*****For either option, it is the residents' responsibility to contact Spectrum.**

- ❖ Self-Relocation Option
 - Residents can contact Spectrum Services to switch to seasonal status for two months at either \$5 or \$10 per month. This replaces their monthly bill for that period. The HRA will cover the cost of changing services to seasonal status, with proof of charge.
- ❖ HRA Supplied Unit Option
 - The resident can contact Spectrum Services to transfer the services to the temporary unit and back to the unit. It has been quoted as free to do so.

HRA Supplied Unit Agreement

This Agreement is made between Red Wing Housing Redevelopment Authority (HRA) and the Resident, _____, for relocation purposes related to a rehabilitation project at Jordan Tower I, unit #_____.

The resident currently occupies the above unit and will need to relocate temporarily due to planned construction on their unit. The resident agrees as follows:

- ❖ The HRA offered the resident a temporary unit as part of the relocation plan.
- ❖ The resident acknowledges and accepts the temporary unit. All lease provisions are enforced the same for the temporary unit as per their lease they signed.
- ❖ Resident will continue to pay rent as required on their unit.
- ❖ The resident will ensure the unit is prepared for the construction in accordance with the notices provided by the HRA.
- ❖ The resident may not enter the unit while construction, renovation, or rehabilitation work is underway. For safety and liability reasons, the unit is considered a restricted construction zone until cleared by the HRA.
- ❖ The resident may continue to access their mailbox.
- ❖ The resident agrees to return to their unit when directed to do so.
- ❖ Confirmation of Understanding
By signing below, the resident acknowledges understanding of the terms of this Agreement and enters into it voluntarily.

Resident Signature: _____ Date: _____

HRA Staff Signature: _____ Date: _____

Self-Relocation Agreement

This Agreement is made between Red Wing Housing Redevelopment Authority (HRA) and the Resident, _____, for relocation purposes related to a rehabilitation project at Jordan Tower I, unit # _____.

The resident currently occupies the above unit and will need to relocate temporarily due to planned construction on their unit. The resident agrees as follows:

- ❖ The HRA offered the resident a temporary unit as part of the relocation plan.
- ❖ The resident acknowledges the offer but declines the offered relocation unit and chooses to secure their own housing during the construction period on their unit.
- ❖ The resident will not have to pay rent on their unit for the period of time they are out of the unit.
- ❖ Residents who choose to self-relocate will receive a relocation voucher. This voucher covers relocation expenses. This reimbursement is only for residents choosing to self-relocate.
 - The relocation voucher amount will be \$50 per day out of the unit for construction. The amount of the relocation voucher will be \$ _____.
- ❖ The resident is solely responsible for securing, paying for, and maintaining their temporary housing during the construction period on their unit.
- ❖ The resident will ensure the unit is prepared for the construction in accordance with the notices provided by the HRA.
- ❖ The resident may not enter the unit while construction, renovation, or rehabilitation work is underway. For safety and liability reasons, the unit is considered a restricted construction zone until cleared by the HRA.
- ❖ The resident may continue to access their mailbox.
- ❖ Confirmation of Understanding
By signing below, the resident acknowledges understanding of the terms of this Agreement and enters into it voluntarily.

Resident Signature: _____ Date: _____

HRA Staff Signature: _____ Date: _____

Self-Relocation Contact Information

To enable the HRA to communicate with you while you are away from your unit, please provide the following information:

Name: _____

Temporary Address: _____

Phone Number: _____

Email Address: _____

Jordan Tower I Resident Staying with Jordan Tower II Resident under the Self-Relocation Agreement

This Agreement is made between Red Wing Housing Redevelopment Authority (HRA), the Jordan Tower II Resident, and the Jordan Tower I Resident.

Both of the residents agree as follows:

- ❖ The Jordan Tower I Resident signed the self-relocation agreement and plans to stay with a resident in Jordan Tower II.
- ❖ The Jordan Tower II Resident acknowledges they are agreeing to this arrangement and will allow them to have a temporary key to their unit during this construction. This key will need to be returned to the HRA upon completion of the construction on the unit in Jordan Tower I.
- ❖ This arrangement is temporary, and the visitor policy doesn't apply.
- ❖ All lease terms and addenda apply to both residents during this arrangement.
- ❖ Confirmation of Understanding
By signing below, the residents acknowledge understanding of the terms of this Agreement and enter into it voluntarily.

Jordan Tower I Resident: (Please Print) _____

Resident Signature: _____ Date: _____

Jordan Tower II Resident: (Please Print) _____

Resident Signature: _____ Date: _____

HRA Staff Signature: _____ Date: _____