Facts to guide your move
Many of the old houses and shops in the Western Addition Area 2 will be rehabilitated. Others will be torn down and replaced by modern housing; convenient stores; a new elementary school site; new parks; and safe, open play areas for children.

The building you live in is one the Redevelopment Agency has bought in making these changes. Later it will be torn down to make way for the new improvements. It may be necessary for you to move if this building, instead, is rehabilitated. But in the meantime stay where you are. When it becomes necessary for you to move, let the Community Services Staff at the Western Addition Office help you find another house or apartment suitable for your family at a suitable rent.
Western Addition Area 2
Hello
This will introduce

_____________________, your Community Services Representative from the Western Addition Area 2 Office of the San Francisco Redevelopment Agency. Together with others in this area the Redevelopment Agency is playing an active role in the great changes that are taking place in the Western Addition. These are changes that will affect you and your neighbors. Make certain that you know about them so you can make the redevelopment process work for you.

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While you are here
While you continue to live in your present home, you will be renting it from the Redevelopment Agency. If you notice any hazards or pests, report the condition to the Western Addition Office. You, in turn, are responsible for seeing that your garbage cans are kept covered and for properly disposing of litter that might become a fire hazard. Remember, the plumbing is old; please help keep the drains from getting clogged.

Your rent is due in advance on the first day of each month. You should mail your check or bring the payment to the Western Addition Office at 1225 Fillmore Street. If for any reason you think you will be unable to do this, you must call the Western Addition Office to make the necessary substitute arrangements. If you move during a month your rent will be refunded from the day on which you turn in your keys.

The Redevelopment Agency will pay for the garbage collection. You will continue to pay for the other utilities you paid in the past.
Until the Redevelopment Agency has helped you find another place to live, you may continue to rent your present home from the Agency, provided you do not do any of the following:

1. Refuse to pay your rent.
2. Maintain a nuisance on the premises.
3. Use the premises for illegal purposes.
4. Break your rental agreement.
5. Refuse to consider any of the new places to move which the Community Services Representatives offer you.
6. Refuse to permit a Community Services Representative to call upon you to discuss your new housing needs.

Finding a new home

The Redevelopment Agency will help you find a new place to live. In doing this your Community Services Representative may seem to be asking many questions. Help him determine the size and kind of house you need and the price you can afford by giving him the information he needs.

Before the Agency will ask you to look at any house or apartment, it will have been checked first to be certain it is in good condition and available to you at a suitable rent. You will want to look for new housing on your own, too.
Measure any housing you look at against the following check list which the Agency will also be using when it looks at housing for you:

1. It must be large enough for you and your family.
2. You must be able to afford it. Usually rent, or house payments, should not exceed about one-fifth of your income each month.
3. It should be in a residential neighborhood that is reasonably convenient to your work; to shopping; and, if you have children, to schools also.
4. The building must be sound and properly maintained. There must be at least two exits in case of fire.
5. Plumbing, electricity, and other systems must be safe and in good order.
6. It must be clean and sanitary.
7. There must be adequate light and ventilation in every room.
8. Your family must have its own bathroom and kitchen.

When the Agency finds new housing for you, let your Representative know as quickly as possible whether or not you like the housing. Let the Agency know if you have any problems in renting it. If you find your new housing on your own, let the Agency know right away so it can help you with moving
arrangements, and also by stopping your rent the day you move.
Some relocation payments can be made only if you move to standard housing. The Agency will inspect any place you find before you move into it to make certain that it is standard so you will not be disqualified for these payments. This will also assure you that you will not be inconvenienced later if the building has to be remodeled to bring it up to the standards of San Francisco’s fire, safety, and building codes.

Your housing choices
Your Community Services Representative will have a city-wide list of rentals to offer you. You may want to check the listings in the Want Ad section of newspapers or at real estate offices. The Community Services Representative will tell you which apartments in the Western Addition have been rehabilitated and are available for rental.
Families which must move from their present housing in the Western Addition Area 2 will have a priority for the new moderate-priced private housing being built there.
Elderly residents who must move from their present housing in Area 2 will have a similar priority for the new senior citizen housing built in Area 2.
The same priority for all public housing in San Francisco, including scattered public housing in Area 2, is available for eligible families and individuals who must move from Area 2. If you wish to buy a new home, the Agency will provide you with listings including properties offered by the United States Federal Housing Administration and the Veterans Administration, and it will arrange for you to see them. It will help you take advantage of special Federal Housing Administration loans and other special funds which may be available to you.

Your moving expenses
The Redevelopment Agency will pay your moving expenses up to $200. Your Community Services Representative will help you make moving arrangements and fill out your claims in addition to answering any questions you may have about moving.

There are three ways in which your moving expenses may be paid.

1 Fixed Payment: If you wish to move your belongings yourself, the Agency will pay for your doing so. Federal regulations do not permit the Agency to make a fixed payment of more than $5 to a single person who has
no furniture, nor more than $10 to a family which has no furniture.

However, individuals or families who have their own furniture may be paid according to the following schedule:

$  30 . . . if you move from 1 room  
  48 . . . if you move from 2 rooms  
  66 . . . if you move from 3 rooms  
  84 . . . if you move from 4 rooms  
 102 . . . if you move from 5 rooms  
 120 . . . if you move from 6 rooms  
 144 . . . if you move from 7 rooms  
 168 . . . if you move from 8 rooms  
 192 . . . if you move from 9 rooms

Five dollars per floor will be added for any move to or from an upstairs flat or apartment, if the total does not exceed $200.

2 Reimbursement: The Agency will reimburse you for moving costs charged by any bona fide moving company you may select to move your belongings if you present properly receipted bills.

This payment may cover packing and unpacking, moving, insurance, disconnecting and connecting appliances, and storage. Remember that the total bill cannot exceed $200.

3 Direct Payment to Moving Company: If you prefer, the Agency can pay the moving company directly for your moving expenses up to $200. To do this, you should make arrangements with any bona fide moving company you choose well in advance because the Agency will have to confirm these in writing before you move. Your Community Services Representative will advise you of the procedures to follow in doing this.
Relocation adjustment payments
A family, or an individual over 62 years old, may be eligible for a special relocation adjustment payment. Your Community Services Representative will give you more information.

Settlement costs payment
If you own your home, the Redevelopment Agency may be able to reimburse you for certain settlement costs you have to pay when it buys your property. Ask your Community Services Representative about this.

Right of Appeal
An Appeals Board is available if you feel the housing offered you is not suitable. Detailed information on filing a complaint may be obtained from the Western Addition Office.

Some Special Services
Moving into a new home may be just the time to brighten your furnishings, try a new recipe, or review the family budget. The Homemaker at the Redevelopment Agency will be glad to call on you to help you plan special diets, show you how to stretch your budget, or recover a chair. Ask your Representative to have her call on you to explain some of the ways to make housekeeping easier.
Western Addition
Area 2 Office
1225 Fillmore Street,
San Francisco, Calif. 94115
Telephone: WALnut 2-0420

Office hours:
8 a.m. to 5 p.m., Monday through Friday
Evening hours can be arranged if required

Important Telephone Numbers
Police 553-0123
Fire 861-8020
Pacific Gas and Electric 981-3232
Emergency Hospital 431-2800