

Direct Displacement Disclosure

City of Boston Article 80 Proposed Project

SECTION 1

1.1 Instructions for Proponent

You should complete and submit this form as a part of the initial project filing for development review (ex: PNF, SPRA).

Current tenants (and former tenants within the 12 months preceding filing) should have been notified of the Proposed Project via certified mail no later than 30 days before filing, using the **Residential Tenant Notification Form (R-TNF)** and/or the **Commercial/Cultural Tenant Notification Form (CC-TNF)**. Please note:

- The Residential TNF template includes an additional form that you may use to obtain information on current tenants. The City will use this information to determine appropriate relocation support. You must provide it to the City as part of a complete filing.

1.2 Purpose

The purpose of this disclosure is to establish if a proposed development project is expected to directly displace residential, commercial, or cultural tenants through either demolition or rehabilitation. This completed form will be reviewed by the City of Boston to determine direct displacement impacts of the Proposed Project, evaluate the Proponent's proposed response strategies, suggest any additional interventions, and identify any relevant City programs or supports for the affected tenants. Proposed displacement responses should be tailored to the specific impact of the proposed project and the types of tenants impacted. Some projects may cause such a high degree of displacement that the City may find that no level of tenant relocation support is sufficient.

1.3 Development team and project proposal

	Proponent/Owner	Project Attorney
Name, title: Company: Phone, email:		
Who is submitting this form for the Proposed Project (name)?: _____ Form submission date: _____ Proposed Project name and address: _____		

SECTION 2

2.1 Project Exemptions

If your project meets any of the following criteria, the project is exempt from providing additional information and this form is complete once signed and submitted to the City of Boston. Check all that apply.

- This site has no existing structures today, and has not had any existing structures in the past year.
- The proponent is the sole residential or commercial tenant on site.
- The site has no tenants, and has not had any tenants in the 12 months preceding filing.
- This project is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).
- This project is subject to the Massachusetts Relocation Assistance Act MGL Ch 79A.
- This project is part of the City of Boston's Office to Residential Conversion program.
- None of these apply. *(Please complete the remainder of the Disclosure.)*

SECTION 3

3.1 Residential Tenancy and Households

Please complete this [spreadsheet](#) to provide information about current tenants and tenants who vacated within the last 12 months, as well as any proposed displacement response.

In addition, provide the information requested in the below table.

A) Type of households and tenancies (check all that apply)	Total number of current households now on site (per category)	Total number of move-outs in the past 12 months (per category)
Units occupied		
Option to renew with no more than a 10% rent increase provided to tenants		
Special population tenants (note: this information is required for your filing to be complete): <ul style="list-style-type: none"> <input type="checkbox"/> Elderly (62 years or older) <input type="checkbox"/> Persons with disabilities <input type="checkbox"/> Income at or below 80% AMI <input type="checkbox"/> Other (specify): _____ 		

3.2 Proposed Residential Displacement Response

Please refer to the [City's guidelines](#) on priority populations/tenancies and corresponding relocation support when considering your displacement response.

Proposed tenant relocation strategies
<p>The Tenant Notification Form has been given to current tenants of the site, and tenants residing there in the past 12 months, in their primary language.</p> <p><input type="checkbox"/> Yes, occupants were given notice on this date(s): _____; <input type="checkbox"/> Certified Mail: Tracking Number _____</p> <p><input type="checkbox"/> No, occupants have not yet been given notice, but will be notified by this date(s): _____ ¹</p>
<p>The Proponent plans to draw from the following best practices as it works with its tenants to devise relocation support, in applicable cases:</p> <p><input type="checkbox"/> The developer or landlord will provide twelve (12) months of notice of the proposed project and corresponding displacement prior to requiring relocation, with comparable rent terms (no more than a 10% rent increase).</p> <p><input type="checkbox"/> The developer will provide financial assistance in the amount of \$ _____ per household for Special Population tenants to relocate.</p> <p><input type="checkbox"/> The developer or their representative will assist with finding a suitable site or units for relocation of residential tenants.</p> <p><input type="checkbox"/> The developer will provide tenants with preference for an income-restricted unit in the new/renovated building, if eligible.</p>
<p>The Proposed Project's above-referenced displacement response mitigation has already been discussed with (check any and all that apply):</p> <p><input type="checkbox"/> Planning Department (please provide contact names): _____</p> <p><input type="checkbox"/> Mayor's Office of Housing (please provide contact names): _____</p> <p><input type="checkbox"/> Impacted tenants</p> <p><input type="checkbox"/> Other (specify): _____</p>

Note: The City reserves the right to engage in the negotiation of proposed displacement response mitigation between the Proponent and tenant, by initiation or request.

¹ All tenant notices must, at minimum, comply with the Housing Stability Notification Act, pursuant to §10-11 of the City of Boston Code of Ordinances, Ord. 2020 c. 5, §1, as may be amended.

SECTION 4

4.1 Commercial/Cultural Operator Tenancies

Please complete this [spreadsheet](#) to provide information about any existing businesses, arts, or other forms of cultural tenants and proposed displacement response under consideration, if warranted.

Commercial/Cultural/Nonprofit Tenants	Number of Current Tenants (per category)	Number of Recent Tenants (last 12 months)
Total Tenants (Count)		
Lease Terms [Select in Applicable to Any Tenants]		
No Lease	<input type="checkbox"/>	<input type="checkbox"/>
Month to Month Lease	<input type="checkbox"/>	<input type="checkbox"/>
Annual	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Year	<input type="checkbox"/>	<input type="checkbox"/>
Sublet to sublessee or co-leased	<input type="checkbox"/>	<input type="checkbox"/>
Tenant Characteristics [Select in Applicable to Any Tenants]		
<50 employees or <\$5 million revenue	<input type="checkbox"/>	<input type="checkbox"/>
10+ years operating in Boston	<input type="checkbox"/>	<input type="checkbox"/>
Official Designation as a Legacy Business (LINK)	<input type="checkbox"/>	<input type="checkbox"/>
Community Venue (Artist/Cultural Use/Entertainment Venue, Social Club)	<input type="checkbox"/>	<input type="checkbox"/>
Addresses Priority Community Need (Grocer, pharmacy/health, laundromat, childcare, community serving nonprofit)	<input type="checkbox"/>	<input type="checkbox"/>

4.2 Proposed Commercial/Cultural Displacement Response

Please refer to the [City's guidelines](#) on priority populations/tenancies and corresponding relocation support when considering your displacement response.

Proposed tenant relocation strategies
<p>The Tenant Notification Form has been given to current occupants of the site, in their primary language.</p> <p><input type="checkbox"/> Yes, occupants were given notice on this date(s): _____ <input type="checkbox"/> Certified Mail: Tracking Number _____</p> <p><input type="checkbox"/> No, occupants have not yet been given notice, but will be notified by this date(s): _____</p>
<p>If tenant(s) meet the City's criteria for a priority small business, civic or cultural tenant:</p> <p><input type="checkbox"/> The Proponent will work with tenants to agree to relocation terms, which may include relocation assistance (search support, financial support)</p> <p><input type="checkbox"/> The Proponent will work with tenants to agree to an option to return to the new premises, and/or resources to improve viability of return (e.g. tenant improvement allowance, reasonable rent terms).</p>
<p>The Proposed Project's above-referenced displacement response mitigation has already been discussed with (check any and all that apply):</p> <p><input type="checkbox"/> Planning Department (please provide contact names): _____</p> <p><input type="checkbox"/> Mayor's Office of Arts & Culture (please provide contact names): _____</p> <p><input type="checkbox"/> Office of Economic Opportunity & Inclusion/Small Business Office (please provide contact names): _____</p> <p><input type="checkbox"/> Impacted tenants: _____</p> <p><input type="checkbox"/> Other (specify): _____</p>

SECTION 5

5.1 Attachments

- List of vacant units by vacancy date if applicable
- Spreadsheet(s) of tenant information
- Copies of any alternative notices previously provided to tenants about the Proposed Project or related actions (e.g. notices of intent to file a redevelopment proposal or pending or prior evictions in the last 12 months)

SECTION 6

6.1 Acknowledgments

By submitting this form, I/we acknowledge that all disclosures herein are true and correct to the best of my/our knowledge, submitted for review by any and all applicable City of

Boston agencies and departments, and that a recommendation by the Interdepartmental Portfolio Review Team must be made to the BPDA Board that any and all proposed displacement response strategies are appropriate for the Proposed Project.

I/we further acknowledge that displacement strategies will be memorialized in any and all applicable contracts with the City and with tenants, restricting all monetary and in-kind displacement response commitments, as allowed under local, state, and federal laws.

Name: _____ Title: _____ Date: _____

This disclosure form becomes a public record at the time that the Proposed Project files for Article 80. Responses to this form will be reviewed by the project's Interdepartmental Portfolio Review Team.

6.2 Next Steps

The City of Boston will review this Disclosure as part of your Article 80 filing. The City will provide written feedback, including on any proposed actions, as part of the Consolidated Feedback Memo. The City may also reach out to tenants directly, if needed, during this review period.

Based on the feedback provided, you may be asked to negotiate displacement support with your current tenants. The City can provide guidance, if requested. Support would need to be confirmed by the time that your project is ready for Board approval, and commitments would be memorialized in the Board Memo.