Acquisition Notice – (letterhead)

(date)

(to)

(address)

(address)

Dear      ,

This is to inform you that       would like to purchase the property located at (Street Address or Other Property Identification), if a satisfactory agreement can be reached. We are prepared to pay $      for clear title to the property under the conditions described in the attached proposed contract of sale.

Because Federal funds may be used in the purchase, however, we are required to disclose to you the following information:

1. The sale is voluntary. If you do not wish to sell, we will not acquire our property.       does not have the power to acquire your property by condemnation (i.e., eminent domain).
2. We estimate the fair market value of the property to be $ .

Since the purchase would be a voluntary, arm's length transaction, you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation. Also, as indicated in the contract of sale, this offer is made on the condition that no tenant will be permitted to occupy the property before the sale is completed.

Again, please understand that if you do not wish to sell your property, we will take no further action to acquire it. If you are willing to sell the property under the conditions described in the attached contract of sale, please sign the contract and return it to us.

If you have any questions about this matter, please contact at

. Sincerely,

(title)

Acquisition Notice, Donations – (letterhead)

(date)

(to)

(address)

(address)

Dear

This is to inform you that       would like to acquire the property located at (Street Address or Other Property Identification), if a satisfactory agreement can be reached. You have previously indicated that you are interested in donating the property in question.

Because of the involvement of Federal funds, we are required to disclose to you the following information:

1. The acquisition is voluntary. If you do not wish to sell or donate, we will not acquire our property.       does not have the power to acquire your property by condemnation (i.e., eminent domain).
2. You are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). As such, you are entitled to be paid fair market value for the property as established by an independent property appraisal. We estimate the fair market value of the property to be $ . A formal appraisal will be completed, unless you decide to waive that requirement.

Again, please understand that if you do not wish to sell or donate your property, we will take no further action to acquire it. If you still intend to donate said property, please review and complete the attached URA waiver.

If you have any questions about this matter, please contact at

. Sincerely,

(title)