

SAMPLE NOTICE OF INTENT TO ACQUIRE

(Date)

Name of Property Owner
Address
City, State, Zip

RE: Address or Legal Description of Property Location

Dear Property Owner and Other Interested Parties:

The purpose of this letter is to inform you that the _____, herein known as the Agency, intends to acquire your property located at _____. The Agency has identified the area in which your property is located as a “project” area in which the following improvements may be carried out:

[INSERT TEXT]

Because Federal financial assistance is involved, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended. For your information and review, I have enclosed a copy of the Department of Housing and Urban Development’s brochure entitled, “When a Public Agency Acquires Your Property.” The Agency wishes to disclose to you the following:

1. The acquisition would be considered an involuntary acquisition due to the fact that the Agency has the power of eminent domain and can acquire your property by condemnation.
2. In most cases, an appraisal and review appraisal are required to establish what is just compensation (fair market value) of a property.
3. You, or someone you designate to represent you, will be offered the opportunity to accompany the appraiser during the inspection of your property.

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If your property is tenant-occupied, each tenant should be encouraged to not move until you have received the Offer of Just Compensation. Each lawful tenant determined to be eligible, as a displaced person will be assisted when the property is acquired. A representative of our Agency will contact each tenant to discuss their eligibility for assistance under the URA.

The Agency wishes to caution you that any tenant who moves into the property identified herein for possible acquisition after the date of this letter, (date), may not be entitled to displaced person assistance from the Agency. In the event you wish to provide housing to a tenant after this date, and you personally wish to pay for such assistance, please contact the Agency before you allow the tenant to occupy or lease the unit since URA assistance for a displaced person can be quite expensive. If you wish to lease a vacant unit to a new tenant, but not be responsible for displacement assistance, be certain to have the attached Move-in Notice executed by the tenant prior to the tenant leasing and occupying your unit.

NOTE: If an Agency determines that a person occupies a property, or is allowed to occupy a property, for the purpose of obtaining relocation assistance, and the HUD Field Office that administers URA requirements for HUD-assisted programs in the jurisdiction concurs in that determination, the tenant will not be entitled to assistance as a displaced person.

If you wish to discuss the Agency's intent to acquire your property, the contents of the brochure or this letter, or the acquisition process that is required, please contact _____, _____, at _____.

Any correspondence or documents you wish to submit to the Agency should be mailed to _____, Attention _____.

This letter, and all future correspondence you receive from the Agency, are important and should be kept in a place of safekeeping.

Sincerely,

Enclosure