

**SAMPLE  
VOLUNTARY ACQUISITION**

Informational Notice  
(Subrecipient with Eminent Domain Authority)

**[Subrecipient Letterhead]**

[DATE]

Dear \_\_\_\_\_:

[Name of Grantee or Subrecipient] \_\_\_\_\_ is interested in acquiring property you own at (address) \_\_\_\_\_ for a proposed project, which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the \_\_\_\_\_ program.

Please be advised that [Grantee or Subrecipient] \_\_\_\_\_ possesses eminent domain authority to acquire property; however, in the event you are not interested in selling your property, or if an amicable agreement for your property cannot be reached, [Grantee or Subrecipient] \_\_\_\_\_ will **not** pursue the acquisition under eminent domain.

Your property is not a necessary part of the proposed project and is not part of an intended, planned, or designated project area where substantially all of the property within the area is to be acquired.

We are prepared to offer you (\$) \_\_\_\_\_ to purchase your property. We believe this amount represents the current market value of your property. Please contact us at your convenience if you are interested in selling your property.

In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), owner-occupants who move as a result of a voluntary acquisition are **not** eligible for relocation assistance.

If you have any questions about this notice or the proposed project, please contact (name) \_\_\_\_\_, (title) \_\_\_\_\_, (address) \_\_\_\_\_, (phone) \_\_\_\_\_.

Sincerely,

(Name and Title)

**NOTES**

1. The case file must indicate the manner in which the notice was delivered (e.g., certified mail, return receipt requested) and the date of delivery.
2. Tenant-occupants displaced as a result of a voluntary acquisition may be entitled to URA relocation assistance and must be so informed per 49 CFR 24.2(a)(15)(iv)—Initiation of Negotiations, and 49 CFR 24 Appendix A-24.2(a)(15)(iv).
3. This guide form may only be used if **all** of the requirements of 49 CFR 24.101(b)(1)(i)-(iv) are met.
4. This is a guide form. It should be revised to reflect the circumstances.