

**SAMPLE
VOLUNTARY ACQUISITION**

Informational Notice
(Agencies without Eminent Domain Authority)

[Grantee or Subrecipient Letterhead]

[DATE]

Dear _____:

[Name of Agency/Person] _____ 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).

Please be advised that [Name of Agency/Person] _____ does not have authority to acquire your property by eminent domain. In the event, we cannot reach an amicable agreement for the purchase of your property, we will not pursue this proposed acquisition.

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 this 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)—Initiations of negotiations and 49 CFR 24 Appendix A-24.2(a)(15)(iv).
3. This is a guideform. It should be revised to reflect the circumstances.