***Written Purchase Offer***

***(For Involuntary Acquisition)***

***Note:*** *The purchase offer marks the formal initiation of negotiations to acquire property, triggering eligibility for relocation assistance.*

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Our previous letter informed you of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s need to acquire the following

 (Subrecipient)

(specify: utility easement or rights-of-way or fee simple interest) on your property at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Lot \_\_\_\_, Block \_\_\_\_ of the survey, and further described as:

[*EXAMPLE --"a utility easement on your property at 1 Main Street, as follows: a strip 10 feet wide along the south side of the property from the front to the rear property lines; that is, a strip 10 feet wide by 150 feet along the west side of the property, or 1,500 square feet, for the burial of an 8-inch water line."*]

(Insert Option 1 or 2 as appropriate for the situation.)

|  |  |
| --- | --- |
| 1 | **(Acquisition of property valued at $10,000 or less)**(Insert Subrecipient Name) has established just compensation for this (specify: property or property interest) as $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.(Insert Subrecipient Name) hereby offers the just compensation amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the purchase of the property identified. By this action, (insert Subrecipient Name) initiates negotiations to acquire this property. Attached to this offer is a *Just Compensation Determination Statement.*  |
|  |  OR  |
| 2 | **(Acquisition of property valued at more than $10,000)**The (specify: property or property interest) was appraised by a certified appraiser and a qualified reviewing appraiser. Based on the appraisal report and review appraiser’s certification, (insert Subrecipient Name) established just compensation for this (specify: property or property interest) to be $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.(Insert Subrecipient Name) hereby offers the just compensation amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the purchase of the property identified. By this action, (insert Subrecipient Name) initiates negotiations to acquire this property. Attached to this offer is a copy of the appraisal report*.*  |

We believe this offer is fair and equitable, and we urge your favorable consideration and acceptance. If this offer meets with your approval, or if you have any questions, please contact at (insert contact name) immediately at (insert location and phone number). (Insert Subrecipient Name) staff has prepared a sales contract and Act of Sale to assist in finalizing the acquisition. Any relocation benefits to which you may be entitled will be in addition to the acquisition price of your property.

Thank you very much for your cooperation and favorable consideration of this offer.

Sincerely,

Local Official

Enclosure: Just Compensation Determination Statement (with #1 insert above)

 **OR** Appraisal Report (with #2 insert above)