GUIDEFORM
- VOLUNTARY ACQUISITION –
- Informational Notice -
(Agencies Without Eminent Domain Authority)

Grantee or Agency 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
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.