**SAMPLE**

**VOLUNTARY ACQUISITION NOTICE**

**FOR AGENCIES (W/EMINENT DOMAIN)**

(date)

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

(City, County, Township, Village) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is interested in acquiring property you own at (address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a proposed project which may receive funding assistance from the Community Development Block Grant (CDBG) program. We are prepared to pay $\_\_\_\_\_\_\_\_\_\_\_\_\_ for the property.

Because federal funds may be involved in this project, we are required to disclose to you the following:

1. The sale is voluntary. If you do not wish to sell, the (City, County, Township, Village) will not use its power of eminent domain to acquire your property. In the event we cannot reach an amicable agreement for the purchase of your property, we will not pursue this proposed acquisition.
2. 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.
3. Based on (explain the basis for the current market value), we estimate the current market value of the property to be $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Since the purchase would be a voluntary transaction, you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).

If you have any questions about this notice or the proposed project, please contact

(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (title)\_\_\_\_\_\_\_\_\_\_\_\_, (address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (phone)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

(name and title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (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 guideform may only be used if all of the requirements of 49 CFR 24.101(b)(1)(i)-(iv) are met.

4. This is a guideform. It should be revised to reflect the circumstances. As long as the Agency informs the property owner that they will not pursue the project if an agreement cannot be reached, Bullet#2 can be deleted.