

Sample Initial Notice to Property Owner

(Letter should be sent on Grantee or Attorney letterhead. This should be included in initial contact with homeowner together with a copy the URA Brochure. This packet must be served to the property owner(s) either by certified first-class mail with return receipt requested or hand delivered with a signed receipt.)

DATE:

TO: Property Owner
Address

RE: Project Name

VIA: Certified Mail or Hand Delivery

Based on information available at this time, we believe that you are the owner of the subject property listed above. Please be advised that we are interested in acquiring (Easement or Acreage) on this property as it is suitable to our planned (Type) project.

Per the Uniform Relocation Act of 1970 we are required to serve you with the URA Brochure: "When a Public Agency Acquires Your Property". Please find a copy of the Brochure included with this letter. Please note on the last page of the Brochure there is contact information for questions regarding this project.

You are entitled to just compensation for this purchase. This will be done through an appraisal process. You will be notified in the next two weeks of the appraisal date, time and place. You may, if you desire, donate your (Easement or Acreage). If you are interested in doing so please contact me within the next 10 days and we can arrange for the necessary paperwork to be executed.

Thank you for your time and attention to this matter.

Sincerely,

(Grantee or Attorney)