Notice of Interest in Acquiring Property (Non-Voluntary)

[*Grant Recipient Letterhead*]

Date

[Address *of Property Owner*]

Dear *Name of Property Owner*:

This is to inform you that the *Name of Grant Recipient* is interested in acquiring **[**an easement / partial fee interest / fee simple title in your property located at *Street Address or other description*. This property is needed to enable the implementation of *Describe Project*.

You have the right to be compensated for this property *or you may choose to donate the property*. *In either case*, an independent appraisal will be made of the above-referenced property in order to establish its fair market value, unless you elect to waive your rights to an appraisal. An independent appraiser will be hired. You have the right to accompany the appraiser on his/her inspection of the property; a letter inviting you to accompany him/her will be sent by the appraiser at least five days prior to the scheduled visit.

Enclosed for your information is the brochure, "When a Public Agency Acquires Your Property", which gives more details about your rights as a property owner.

This is **not** a notice to vacate the property and does not establish eligibility for relocation payments or other relocation assistance.

If you have any questions about this matter, please feel free to contact *Name* at *Address*, *Phone Number*.

Sincerely,

Name

Title

Enclosure

Italic type = customize as appropriate

[/] = select appropriate option