

**GUIDEFORM
-VOLUNTARY ACQUISITION -
-Informational Notice-
(Agencies Without Eminent Domain Authority)
Grantee or Agency Letterhead**

(date)

Dear _____:

On **date purchased**, **Buyer Name on Purchase Agreement**, and any amendments purchased the property at **Full Property Address**, from **Seller Name on Purchase Agreement**, for a mutually-agreed upon amount of **\$Purchase Price Amount**. The negotiated sales price represented the market value of your property at the time of the sale.

You are receiving this letter because the property in question will be the site of a proposed project that may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD). Federal property acquisition regulations require that you, as the seller of the property, be informed that **Buyer Name on Purchase Agreement**, and any amendments did not have authority to acquire your property by eminent domain. In the event that an amicable agreement for the purchase of your property had not been reached, we would not have pursued this acquisition.

Please note that, 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 not eligible for relocation assistance.

If you have any questions about this notice or the proposed project, please contact **Buyer Contact Name**, **Buyer Company Name on Purchase Agreement**, and any amendments, **Address**, **Direct Phone Number** and **Email Address**.

Sincerely,

Signature of Buyer, Print Name and Title

Confirmation Date of Receipt _____

Signature of Seller, Print Name and Title
