

**VOLUNTARY ACQUISITION OF LAND AND/OR BUILDINGS**

**SUGGESTED FORMAT FOR LETTER TO OWNER**  
**(Replace this form with your signed letter on agency letterhead)**

**[DATE]**

**[OWNER NAME]**

**[OWNER ADDRESS]**

**[OWNER ADDRESS]**

Re: Property at: **[ADDRESS]**  
Purchase Price: **[PRICE]**  
Buyer: **[ORGANIZATION]**

---

This is to inform you that **[BUYER NAME]** would like to purchase the property listed above. We have offered you the purchase price listed above for clear title to the property under the conditions described in the contract of sale.

Because federal funds from the US Department of Housing and Urban Development (HUD) may be used in the purchase, we are required to disclose to you the following information:

1. This sale is voluntary. If you do not wish to sell, **[BUYER NAME]** will not acquire your property. **[BUYER NAME]** does not have the authority to acquire your property by force.
2. We estimate the fair market value of the property to be **[\$[VALUE]]**.

Since the purchase would be a voluntary, arm's length 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), or any other law or regulation.

If you have any questions about this matter, please contact **[BUYER/BUYER'S REPRESENTATIVE]** at **[PHONE]**.

Sincerely,

Buyer signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read the above and agree with the statements therein:

Owner signature: \_\_\_\_\_

Date: \_\_\_\_\_