**ATTACHMENT 5-B: INFORMATIONAL NOTICE TO OWNER**

**FOR VOLUNTARY ACQUISITION**

**(TEMPLATE)**

*(ON UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) LETTERHEAD)*

[Date]

[Property Owner Name]

[Property Owner Address]

[Property Owner City, State, Zip]

RE: Property at [Property Street Address, City], WI; Parcel #[Parcel #]

Dear [Property Owner Name]:

The [UGLG Name] of [County Name] County, Wisconsin is interested in acquiring property you own at [Street Address] for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the program. Please be advised that the [UGLG Name] possesses eminent domain authority to acquire property, however, in the event you are not interested in selling your property, or if we cannot reach an amicable agreement for the purchase of your property, we will not pursue its acquisition under eminent domain.

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.

We are prepared to offer you $[Amount] to purchase your property. We believe this amount represents the current market value of your property based on [Enter Basis or Source of Determination]. Please contact us at your convenience if you are interested in selling your property.

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. Any tenants living at or using the property may however be eligible for relocation assistance. Under the URA and Wisconsin law, the [UGLG Type, e.g., Town, Village, City, County] must give notice to property of certain rights through providing the *[Enter Name of Wisconsin State Eminent Domain Acquisition Brochure Attached]* enclosed.

If you have any questions about this notice or the proposed project, please contact: [Contact Name], [Contact Title], of [Contact Entity/Company/Firm Name] at [Contact Mailing Address], or phone number [Contact Telephone #], or [Contact Email Address].

Sincerely,

*(Add CEO Signature)*

[UGLG Chief Elected Official (CEO) Name]

[UGLG CEO Title]

Enclosure: [Enter Name of Applicable/Enclosed *Rights to Landowners Under Wisconsin Eminent Domain Law* Brochure – Access Wisconsin State Brochures at: <https://doa.wi.gov/Pages/AboutDOA/RelocationAssistance.aspx>.]

***NOTES TO UGLG IN USING THIS FORM:***

1. *The CDBG project file must include the method 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*](https://www.ecfr.gov/cgi-bin/text-idx?SID=f72321f8d5d6df7565be8cdce8be26ee&node=pt49.1.24&rgn=div5)*.2(a)(15)(iv) –Initiations of negotiations, and* [*49 CFR 24*](https://www.ecfr.gov/cgi-bin/text-idx?SID=f72321f8d5d6df7565be8cdce8be26ee&node=pt49.1.24&rgn=div5) *Appendix A -24.2(a)(15)(iv).*
3. *This letter template may only be used if all of the requirements of* [*49 CFR 24*](https://www.ecfr.gov/cgi-bin/text-idx?SID=f72321f8d5d6df7565be8cdce8be26ee&node=pt49.1.24&rgn=div5)*.101(b)(1)(i)-(iv) are met.*
4. *The Template Title Heading and Page Footer are to be deleted when customizing the template for the UGLG’s use.*
5. *Refer to Chapter 5 of the CDBG Implementation Handbook for guidance when the buyer/purchaser is not a UGLG.*
6. *Refer to the* [*HUD Tenant Assistance, Relocation and Real Property Acquisition Handbook 1378*](https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/13780) *for additional templates that may be modified/customized for other acquisition circumstances:* [*https://www.hud.gov/program\_offices/administration/hudclips/handbooks/cpd/13780*](https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/13780)