Date

PROJECT CAPTION

DISPLACEE NAME AND ADDRESS

RE: Parcel

Dear :

The Department of Transportation and Development is in the process of acquiring the property you now occupy. Negotiations to purchase the property were initiated with the property owner on . The eligibility requirements and the relocation assistance payments and services to which you may be entitled as a result of this acquisition are explained in the Department brochure that has been made available to you.

The maximum payment you may be entitled to receive as a subsidy under the Relocation Program will be determined and furnished to you as soon as possible. You will not be required to move until at least ninety (90) days from the date you are given a maximum payment offer. However, your eligibility for a supplement payment will not be complete until the Department has paid the property owner.

Sincerely,

 Real Estate Agent

DELIVERED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cc: R.E. Relocation Assistance Officer