

## PRELIMINARY INVOLUNTARY ACQUISITION NOTICE\*

This is to formally notify you of our intent to acquire certain property which you own located at:

\_\_\_\_\_  
*(LOCATION OF PROPERTY TO BE ACQUIRED)*

We are interested in purchasing the property you own to:

\_\_\_\_\_  
*(BRIEF DESCRIPTION OF THE PROJECT)*

**THIS NOTICE IS PRELIMINARY IN NATURE AND IS NOT A NOTICE TO VACATE. IT DOES NOT ESTABLISH ELIGIBILITY FOR RELOCATION PAYMENTS OR OTHER RELOCATION ASSISTANCE.** To help explain the acquisition procedures, we are enclosing a copy of the booklet, "When A Public Agency Acquires Your Property".

You may donate this property or an easement interest in this property if you so desire.

If you have any questions before this office can contact you again, please call *(NAME OF PERSON TO CONTACT AT AGENCY)*, who is the *(TITLE OF PERSON TO CONTACT)*. Our telephone number is *(AGENCY TELEPHONE NUMBER)*, and our regular office hours are *(OFFICE HOURS - from \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ through \_\_\_\_\_)*.

Sincerely,

*(COMMUNITY OFFICIAL)*

\* This notice (and all notices) should be hand-delivered and a signed receipt obtained or sent registered or certified mail, return receipt requested.