

**GUIDEFORM NOTICE**  
**Disclosure to Seller with Voluntary, Arm's Length Purchase Offer**

*(Grantee or Agency Letterhead)*

*(Date)*

Dear \_\_\_\_\_:

This is to inform you that \_\_\_\_\_ (Agency/Person) would like to purchase the property located at \_\_\_\_\_ (Street Address or Other Property Identification), if a satisfactory agreement can be reached. We are prepared to pay \$\_\_\_\_\_ for clear title to the property under the conditions described in the attached proposed contract of sale.

However, because Federal funds may be used in the purchase or development of this property, we are required to disclose to you the following information:

1. The sale is voluntary. If you do not wish to sell, the (Agency/Person) will not acquire your property. The (Agency/Person) does not have the power to acquire your property by condemnation (i.e., eminent domain) [will not use the power of eminent domain to acquire the property].
2. We estimate the fair market value of the property to be \$\_\_\_\_\_.

Since the purchase would be 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. Also, as indicated in the contract of sale, this offer is made on the condition that no new tenant will be permitted to occupy the property before the sale is completed.

Again, please understand that if you do not wish to sell your property, we will take no further action to acquire it. If you are willing to sell the property under the conditions described in the attached contract of sale, please sign the contract and return it to us.

If you have any questions about this matter, please contact \_\_\_\_\_.  
His/Her telephone number is \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
(Name/Title)

**Enclosure**

**GUIDEFORM GENERAL INFORMATION NOTICE –**  
**Residential Tenant That Will Not Be Displaced**

*(Grantee or Agency Letterhead)*

*(Date)*

Dear \_\_\_\_\_:

On \_\_ (date) \_\_, \_\_ (property owner) \_\_ submitted an application to the (Grantee) \_\_ for financial assistance to rehabilitate the building which you occupy at \_\_\_\_ (address) \_\_\_\_.

This notice is to inform you that, if the assistance is provided and the building is rehabilitated, you will not be displaced. Therefore, we urge you not to move anywhere at this time. (If you do elect to move for reasons of your choice, you will not be provided relocation assistance.)

If the application is approved and Federal assistance is provided for the rehabilitation, you will be able to lease and occupy your present apartment (or another suitable, decent, safe and sanitary apartment in the same building) upon completion of the rehabilitation. Of course, you must comply with standard lease terms and conditions.

After the rehabilitation, your initial rent, including the estimated average monthly utility costs, will not exceed the greater of (a) your current rent/average utility costs, or (b) 30 percent of your average monthly gross household income. If you must move temporarily so that the rehabilitation can be completed, suitable housing will be made available to you for the temporary period, and you will be reimbursed for all reasonable extra expenses, including all moving costs and any increase in housing costs.

Again, we urge you not to move. If the project is approved, you can be sure that we will make every effort to accommodate your needs. Because Federal assistance would be involved, you would be protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

This letter is important and should be retained. You will be contacted soon. In the meantime, if you have any questions about our plans, please contact \_\_\_\_\_ (name) \_\_\_\_\_, \_\_\_\_\_ (title) \_\_\_\_\_, at \_\_\_\_\_ (phone) \_\_\_\_\_ (address).

Sincerely,

(name and title) \_\_\_\_\_

NOTES.

1. The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See Paragraph 2-3d of Handbook.)
2. This is a guideform. It should be revised to reflect the circumstances.



**GUIDEFORM GENERAL INFORMATION NOTICE**  
**Residential Tenant To Be Displaced**

*(Grantee or Agency Letterhead)*

(Date)

Dear \_\_\_\_\_:

\_\_\_\_\_ is interested in acquiring the property you occupy at \_\_\_\_\_ (address) \_\_\_\_\_ for the \_\_\_\_\_ (project) \_\_\_\_\_. This notice is to inform you of your rights under Federal law. If \_\_\_\_\_ acquires the property and you are displaced for the project, you will be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. However, do not move now. This is not a notice to vacate the premises. You should continue to pay your monthly rent to your landlord because a failure to pay rent and meet your other obligations as a tenant may be cause for eviction and loss of relocation assistance. You are urged not to move or sign any agreement to purchase or lease a new unit before receiving formal notice of your eligibility for relocation assistance. If you move or are evicted before receiving such notice, you may not receive any assistance. Please contact us before you make any moving plans.

If \_\_\_\_\_ acquires the property and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You would also receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement house. This assistance is more fully explained in the enclosed brochure, "Relocation Assistance to Tenants Displaced from Their Homes."

If for any reason any other persons move into this unit with you after this notice, your assistance may be reduced. If you have any questions, please contact \_\_\_\_\_ (name) \_\_\_\_\_, \_\_\_\_\_ (title) \_\_\_\_\_, at \_\_\_\_\_ (phone) \_\_\_\_\_, \_\_\_\_\_ (address) \_\_\_\_\_.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If \_\_\_\_\_ decides not to purchase the property, you will be notified in writing.

Sincerely,

*(name and title)*

Enclosure

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