Sent by: Certified Mail ☐ or Personally Served ☐

[Date]

[Owner’s Full Name]

[Owner’s Mailing Address]

[City, State Zip]

**Re: URA Notice to Owner of Voluntary Acquisition**

Dear [real property owner]:

[Subrecipient/Agency Name], is interested in acquiring property you own at [real property address] for a proposed project which may receive federal funding assistance from the U.S. Department of Housing and Urban Development (**HUD**), through the Community Development Block Grant-Disaster Recovery (**CDBG-DR**)/Community Block Grant Mitigation (**CDBG-MIT**) Program administered by the Puerto Rico Department of Housing (**PRDOH**).

Please be advised that [Subrecipient/Agency Name] [does not have / will not use its] authority to acquire your property by eminent domain. In the event we cannot reach an amicable agreement for the purchase of your property, we will not pursue this proposed acquisition.

We are prepared to offer you fair market value to purchase your property that is based on an appraisal performed by a certified appraiser. Please contact us at your convenience if you are interested in selling your property. If you are, we will conduct an appraisal and provide you with an offer in writing.

In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (**URA**), owner-occupants who move as a result of a voluntary acquisition are not eligible for relocation assistance. However, any residential or commercial tenants residing on the property may be eligible for relocation assistance, and therefore you should not yet inform these tenants to vacate the property without first consulting with us to ensure URA requirements are met.

If you have any questions about this notice or the proposed project, please contact:

[URA point of contact name]

[title]

[address]

[phone]

[email]

Sincerely,

[URA point of contact name and title]