Sent by: Certified Mail ☐ or Personally Served ☐

[Date]

[Real Property Owner’s Full Name]

[Real Property Owner’s Mailing Address]

[City, State Zip]

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

Dear [Real Property Owner’s Full Name]:

[Name of Agency/Entity], through the [Program Name], is interested in acquiring property you own at [Real Property Address]. The intended acquisition is 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 Program – Disaster Recovery (**CDBG-DR**)] [Community Development Block Grant Program - Mitigation (**CDBG-MIT**)] Program.

The purpose of this notice is to inform you of your rights under a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (**URA**), as amended, 42 U.S.C. § 4601 *et seq*. Enclosed is a HUD brochure entitled “When A Public Agency Acquires Your Property”, which provides useful information about the public acquisition of real property (real estate) under URA.[[1]](#footnote-1) At this stage, your property is only under consideration for acquisition. *This notice is not a contractual offer or commitment to purchase your property.*

If your property is selected for acquisition, under URA, you will have the right to receive just compensation for your property. To determine the amount of just compensation to be offered to you, an appraisal of your property would be required. In such case, an appraiser will contact you to provide an opportunity to accompany them on the inspection of your property. If you choose to be present during the property inspection, you may point out any unique features of your property that should be considered in the valuation process and answer any questions the appraiser may have.

It is of outmost importance that you inform of any tenant that are in the property. In accordance with **URA**, 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.

Please be advised that [Name of Agency/Entity] possesses eminent domain authority to acquire the property needed for this project. However, our goal is to attempt to negotiate amicable agreements for the purchase of the property, including incidental expenses. If negotiations fail, acquisition under eminent domain may be considered.

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 Digital Signature]

[URA Point of Contact Name]

[URA Point of Contact Title]

[URA Point of Contact Entity]

1. HUD-1041-CPD: When a Public Agency Acquires Your Property. Available at: <https://www.hudexchange.info/programs/relocation/publications/>. [↑](#footnote-ref-1)