



**DOWN PAYMENT ASSISTANCE
FORGIVABLE LOAN PROGRAM**

VOLUNTARY ACQUISITION

Dear _____ (Seller):

I (we), _____, (Buyer) am (are) interested in acquiring property you own at _____ (address) which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD).

Please be advised that I (we) do not have the authority to acquire your property by eminent domain. In the event that we cannot reach an amicable agreement for the purchase of your property, we will not pursue this proposed acquisition.

I (we) are prepared to offer you \$_____ to purchase your property. We believe this amount represents the current market value of your property. Please contact us at your convenience if you are interested in selling your property.

In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), owner occupants who move as a result of voluntary acquisition are not eligible for relocation assistance.

A tenant-occupant who moves because of a voluntary acquisition for a federal assistance project may be eligible for relocation assistance. Such displaced persons may include not only current lawful occupants, but also former tenants required to move for any reason other than an eviction for cause in accordance with applicable federal, state and local law. If a tenant lawfully occupied this property within the last three months prior to our offer, we need to know immediately.

If you have any questions about this notice or proposed project, please contact Debbie Narus at the contact information below.

Sincerely,

Signature of Buyer

Date

Signature of Buyer

Date

Delivered to Seller by _____ (name) on _____ (date).