

**EXAMPLE  
OF  
APPRAISAL  
PARCEL  
FORMS**

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**NEGOTIATION DIARY**

LPA2058 12/07 (Replaces LPA3032)

Owner Prestige Investments, Inc Attention: Frank Hansen			
Address 1028 S. Main St, Anycity, WI 55555			Area Code – Telephone Number 262-555-5555
Date-Initiation of Negotiations 10-13-10	Date Brochure Sent 06-07-10	60th Day to Receive Owner's Appraisal 12-14-10	1099 Amount
Offering Price \$8,600.00	Date Approved 10-13-10	Alternate Offer (a, b)	Date Approved
Revised Offer	Date Approved	Administrative Settlement \$14,000.00	Date Approved 01-24-11

On 10/13/10 I, the negotiator, (gave)(sent) the subject property owner a copy of the right of way plat, our appraisal(s), and other required documents.

Under "REMARKS" below, the Real Estate Agent should indicate persons present, attitude of owner, owner's appraisers, owner's attorney, owner's asking price, information regarding buildings, improvements, extended occupancy, fixture apportionment, date to vacate buildings, and any pertinent data regarding items such as drainage, driveways, fencing, title lines, wells, dry wells, etc. Remarks are not to be necessarily limited to the foregoing. Delete blank rows to create a narrative using your computer rather than completing the form by hand, if you prefer.

DATE & AGENT	REMARKS
12-10-09 D. Johnson	I received a copy of the title search dated January 11, 2009 from the engineer. According to the title, the property is owned by Prestige Investments, Inc and there are no mortgages listed.
06-07-10 D. J.	Sent introduction letter to the attention Frank Hansen. The letter included a copy of the brochure entitled "The Rights of Landowners Under Wisconsin Eminent Domain Law," right of way plat, and list of at least 10 owners on the project.
10-7-10 D. J.	Received appraisal from consultant. I completed Objective Review and forwarded it to the Local Public Agency Review Appraiser for review and approval.
	Received the approved Offering Price Report in the amount of \$8,600.
10-13-10 D. J.	I mailed the offering price letter in the amount of \$8,600, along with the appraisal, Deed by Corporation and W-9 for to Frank Hansen's attention, via certified mail. The letter explains that the offering price is based on the appraisal report and that he has the right to obtain his own appraisal. The County will reimburse the cost of the appraisal if received within 60 days.
10-16-10 D. J.	I received the signed green card from the post office. The appraisal was delivered on October 15, 2010.
11-6-10 D. J.	Since I have not heard from Mr. Hansen, I called him. He was not available. I left a message asking him to call me.
12-14-10 D. J.	Received owner's appraisal prepared by John Goodmen. The estimated value is \$18,400. The appraisal fee was \$2,728.
01-06-11 D. J.	Requested payment for the reimbursement of the owner's appraisal.
01-07-11 D. J.	Met with Frank to discuss both appraisals. The main difference between the appraisals is that Mr. Goodmen estimates proximity damages due to the fact that the right of way will be closer to the building and now Frank can no longer build his addition where he had planned. We discussed other options Frank would have to build his addition. We came to an agreement that an additional \$5,400 would be reasonable. I told Frank this increase is subject to board approval.  Frank signed a purchase agreement for \$14,000.
01-24-11 D.J.	County board approved the increase.  I called Frank to set up a meeting for closing. We will close on 2-9-11. I requested a payment request for \$14,161.10 (taxes prorated).
02-01-11 D.J.	Received check.
02-09-11 D. J.	Met with Frank to close. Frank signed the Deed by Corporation, closing statement, W-9, and statement to construction engineer. I gave Frank the check for \$14,161.10 and the check for the second appraisal reimbursement. Frank had no questions.

02-17-11 D. J.	The original signed deed was sent to the Register of Deeds to be recorded.
02-24-11 D. J.	Received the recorded deed back from the Register of Deeds.
<i>Dianne M. Johnson</i>	_____
_____	_____
_____	_____

Project ID 9999-99-99	County Door	Owner Prestige Investments, Inc	Parcel 22
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**DEED BY CORPORATION**

Exempt from fee: s. 77.25(2r) Wis. Stats.  
Exempt from filing transfer form s. 77.255 Wis. Stats.  
LPA1546 08/2011 (Replaces LPA3005)

THIS DEED, made by **Prestige Investments, Inc.**, a corporation duly organized and existing under the laws of the State of **Wisconsin** and duly authorized to transact business in the State of Wisconsin, with its principal place of business at **1028 S. Main Street** City of **Anycity**, County of **Door**, State of **Wisconsin** GRANTOR, conveys and warrants the property described below to **Door County** GRANTEE, for the sum of **Fourteen Thousand and no/100** dollars (\$**14,000.00**)

Any person named in this deed may make an appeal from the amount of compensation within six months after the date of recording of this deed as set forth in s. 32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the deed shall be treated as the award, and the date the deed is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property: **Big Bank.**

**Legal description:**

**LEGAL DESCRIPTION IS ATTACHED HERETO AND MADE A PART OF HEREOF BY REFERENCE.**

**Doc 9658215**  
**Recorded**  
**February 10, 2011 3:42 pm**

**Door County**  
**Register of Deeds**

This space is reserved for recording data

Return to  
Local Public Agency  
9988 Main St.  
Thiscity, WI 55555

Parcel Identification Number/Tax Key Number  
56894015

**The undersigned certify that this instrument is being executed pursuant to a resolution of the board of directors (or shareholders, if authorized by law) of GRANTOR corporation.**

Prestige Investments, Inc.  
(Corporation Name)

02-09-11  
(Date)

Frank Hansen 02-09-11  
(Officer Signature & Date)

State of Wisconsin )  
Door County) ss.

Frank Hansen, President  
(Print Name, Title)

On the above date, this instrument was acknowledged before me by the named person(s) or officers.

\_\_\_\_\_  
(Officer Signature & Date)

\_\_\_\_\_  
(Print Name, Title)

Dianne M. Johnson  
(Signature, Notary Public, State of Wisconsin)

Dianne M. Johnson  
(Print or Type Name, Notary Public, State of Wisconsin)

06-26-11  
(Date Commission Expires)

# TEMPORARY LIMITED EASEMENT

Exempt from fee: s. 77.25(2r) Wis. Stats.  
LPA1577 10/2011 (Replaces LPA3042)

**THIS EASEMENT**, made by **Best Investments, LLC, a Wisconsin Limited Liability Company** GRANTOR, conveys a temporary limited easement as described below to the **Door County**, GRANTEE, for the sum of **One Thousand Nine Hundred Fifty and no/100** dollars (\$**1,950.00**) for the purpose of **reconstructing slopes**.

Any person named in this conveyance may make an appeal from the amount of compensation within six months after the date of recording of this conveyance as set forth in s. 32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the conveyance shall be treated as the award, and the date the conveyance is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property: **None**.

### Legal description:

LEGAL DESCRIPTION IS ATTACHED HERETO AND MADE A PART OF HEREOF BY REFERENCE.

**Doc 9658215**  
**Recorded**  
**February 10, 2011 3:42 pm**

**Door County**  
**Register of Deeds**

This space is reserved for recording data

Return to  
Local Public Agency  
9988 Main St.  
Thiscity, WI 55555

Parcel Identification Number/Tax Key Number  
100292217

This easement shall terminate upon completion of the construction project for which this instrument is given.

Mary Smith 10-06-10  
(Signature & Date)

Mary Smith, member – Best Investments, LLC  
(Print Name)

Katherine Miller 10-06-10  
(Signature & Date)

Katherine Miller, member – Best Investments, LLC  
(Print Name)

10-06-10  
(Date)

State of Wisconsin )  
 ) ss.  
Door County )

On the above date, this instrument was acknowledged before me by the named person(s).

Dianne M. Kramer  
(Signature, Notary Public, State of Wisconsin)

Dianne M. Kramer  
(Print or Type Name, Notary Public, State of Wisconsin)

01-29-12  
(Date Commission Expires)





**REAL ESTATE TRANSACTIONS CLOSING STATEMENT**

LPA1617 09/2011 (Replaces LPA3013) Ch. 84 Wis. Stats.

<b>Transferor/Property owner name and address</b> Prestige Investments, Inc. 1028 S. Main Street Anycity, WI 55555		<b>Transferee</b> Local Public Agency 9988 Main St. Thiscity, WI 55555	
		<b>Due Property Owner</b>	<b>Deductions</b>
Agreed upon purchase price		\$14,000.00	XXXXXXXXXX
1st mortgage release Amount \$ _____			
2nd mortgage release Amount \$ _____			
Land contract payment Amount \$ _____			
Attach Form LPA1616	Tax proration for year <u>2011</u> , prorated from <u>02-09-11</u> to <u>12-31-11</u>		
	Last year's tax \$ <u>4,900.00</u>	\$161.10	
	Delinquent taxes for years _____		
	Special assessments unpaid, delinquent and future		
Estimated water and/or sewer service charges			
Rent prorated, if tenant occupied			
LP _____ gals., \$ _____ Fuel Oil _____ gals., \$ _____			
Retention of improvements - list (if none, so state)			
_____ \$ _____			
_____ \$ _____			
Other: _____			
<b>TOTAL</b>		\$14,161.10	0.00
Less deductions		0.00	XXXXXXXXXX
Balance due property owner		\$14,161.10	XXXXXXXXXX
1st installment		\$14,161.10	
2nd installment			
3rd installment			
<b>Total settlement due property owner</b>		<b>\$14,161.10</b>	

This statement is accepted as correct.

*Frank Hansen*

*02-09-11*

(Signature) Frank Hansen

(Date)

(Signature)

(Date)

*Dianne M. Johnson*

*02-09-11*

(Closing Agent) Dianne M. Johnson

(Date)

(Signature)

(Date)

<b>Transaction Over \$600 IRS 1099-S Purposes</b>		
<b>Owner Name</b>	<b>Social Security Number OR Federal Employer ID Number</b>	<b>Allocated Compensation</b>
		\$
		\$
		\$
		\$
<b>Total compensation attributable to real estate</b>		<b>\$</b>

Legal description:

MBI MARSHALL & SLEY BANK

LOCAL PUBLIC AGENCY  
9988 main st  
thiscity, wi 55555

12-5750

NO. 211

VOID AFTER 90 DAYS

DATE 2-17-11

AMOUNT \$14,161.10

Fourteen Thousand One Hundred Sixty-One and 10/100 Dollars

PAY  
TO THE  
ORDER OF

Prestige Investments, Inc

*Local Public Agency*

AUTHORIZED SIGNATURE

0000

075000

00

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PAY ANY BANK JP

PAY TO THE ORDER OF  
JP MORGAN CHASE #0  
FOR DEPOSIT ONLY TO #  
JP MORGAN CHASE BANK

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Frank Hansen</i>	Date ▶ 2-9-11
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

**DISPOSITION OF REAL ESTATE TAXES**

LPA1616 12/02 (Replaces LPA3008)

*Attach this form to each copy of the Closing Statement, Deed or Award but do not record.*

Owner Prestige Investments	Preceding Years Tax on Total Parcel \$ 4,900.00
Tax Listing Parcel Number 56894015	Assessed Valuation - Land \$ 86,000.00
Taxing Unit City of Anycity	Assessed Valuation - Improvements \$ 400,00.00
County Door	Total Assessed Valuation \$ 486,00.00
Date of Conveyance 02-09-11	Mill (Tax) Rate \$ _____ per \$ of Assessed Valuation

<b>Mill Rate:</b>	$\frac{\text{Total Taxes}}{\text{Total Assessment}}$	=	Mill Rate
Computation:		=	(carry to 5 places)

<b>A. Total Acquisition</b>			
Preceding years' tax on total parcel or <u>Current year's tax on total parcel, if available</u>	X	Days elapsed from Jan. 1, to Date of Conveyance	= Owners Share of Taxes
365			
Computation:	X		= *
365			
* Transfer this amount to the closing statement as a deduction to the purchase price.			

<b>B. Partial Acquisition</b>			
<b>Taxes on Land Acquired:</b>			
Step 1 - Previous years' land assessment	X	Mill Rate	= Taxes Attributed to Land
Computation:	X		=
Step 2 - <u>Area of Acquisition (from appraisal)</u>	=	% of Land Acquired	
Area of Total Property (from appraisal)			
Computation:	=	(carry to 3 places)	
Step 3 - Preceding years' tax (land only)	X	% of Land Acquired	= Land Taxes to be prorated
Computation:	X		= \$1,470.00
<b>Taxes on Buildings Acquired:</b>			
Step 1 - <u>Value of Bldgs. Acquired (from appraisal)</u>	=	% of Bldg. Value Acquired	
Value of All Bldgs. (from appraisal)			
Computation:	=	(carry to 3 places)	
Step 2 - Assessed Valuation of all Improvements	X	Mill Rate	= Taxes Attributed to Buildings
Computation:	X		=
Step 3 - Taxes Attributed to Buildings	X	% of Bldg. Value Acquired	= Building Taxes to be prorated
Computation:	X		=
<b>Taxes to be Prorated:</b>			
Land Taxes to be prorated	+	Building Taxes to be prorated	= Total Taxes to be prorated
Computation:	+		= \$0
Proration of Taxes: State's Share			
<u>Days remaining from Date of Conveyance to end of year</u>	X	Total Taxes to be prorated	= State's share of taxes
365			
Computation: 40	X	1,470.00	= \$161.10 **
365			
** Transfer this amount to the closing statement as an addition to the purchase price.			
<b>Proration of Taxes: Owner's Share</b> (to be deducted from the Award amount when condemnation is exercised)			
Total Taxes to be prorated	- (minus)	State's prorated share of taxes	= Owner's share of taxes
Computation: \$1,470.00	- (minus)	\$161.10	= \$1,308.90 ***
*** Transfer this amount to the closing statement as a deduction to the purchase price.			



# AGREEMENT FOR PURCHASE AND SALE OF REAL ESTATE

LPA1895 08/2011 (Replaces DT1895)

THIS AGREEMENT, made and entered into by and between **Prestige Investments, Inc.**, hereinafter called SELLER, and the **Local Public Agency**, hereinafter called **Buyer**. **If accepted, this offer can create a legally enforceable contract.** Both parties should read this document carefully and understand it before signing.

SELLER and **Buyer** agree that **Buyer** is purchasing this property for transportation purposes within the meaning of Wis. Stats.

SELLER warrants and represents to **Buyer** that SELLER has no notice or knowledge of any: 1) Planned or commenced public improvements which may result in special assessments to otherwise materially affect the property other than the planned transportation facility for which the **Buyer** is purchasing this property; 2) Government agency or court order requiring repair, alteration, or correction of any existing condition; 3) Shore land or special land use regulations affecting the property; 4) Underground storage tanks and the presence of any dangerous or toxic materials or conditions affecting the property.

DESCRIPTION: The SELLER agrees to sell and the **Buyer** agrees to buy, upon the terms and conditions hereinafter named, the following described real estate situated in **Door** County, Wisconsin: **See attached.**

The purchase price of said real estate shall be the sum of **Fourteen Thousand and no/100 Dollars, (\$14,000.00)** payable as follows: **At closing.**

General taxes shall be prorated at the time of closing based on the net general taxes for the current year, if known, otherwise on the net general taxes for the preceding year.

SELLER shall, upon payment of purchase price, convey the property by warranty deed or other conveyance, free and clear of all liens and encumbrances, including special assessments, except recorded public utility easements and recorded restrictions on use running with the land or created by lawfully enacted zoning ordinances, and **Buyer**

Legal possession of premises shall be delivered to **Buyer** on date of closing.

Occupancy of property shall be given to **Buyer** on closing, SELLER may not occupy property after closing, unless a separate lease agreement is entered into between **Buyer** and SELLER.

SPECIAL CONDITIONS: **N/A**

This agreement is binding upon acceptance by **Buyer** as evidenced by the signature of an authorized representative of **Buyer**. If this agreement is not accepted by **Buyer** within **30** days after SELLER's signature, this agreement shall be null and void.

SELLER and **Buyer** agree to act in good faith and use diligence in completing the terms of this agreement. This agreement binds and inures to the benefit of the parties to this agreement and their successors in interest, personal representatives, heirs, executors, trustees and administrators.

The warranties and representations made herein survive the closing of this transaction. SELLER agrees to sell and convey the above-mentioned property on the terms and conditions as set forth and acknowledges receipt of a copy of this agreement.

Joe D. Sawit  
(Witness Signature)

Joe D. Sawit  
(Print Witness Name)

01-07-11  
(Date)

**Frank Hansen** **01-07-11**  
(Seller Signature) (Date)

Frank Hansen  
(Print Seller Name)

\_\_\_\_\_  
(Seller Signature) (Date)

\_\_\_\_\_  
(Print Seller Name)

**The above agreement is accepted.**

01-24-11  
(Date)

Local Public Agency  
(Signature)

Local Public Agency  
(Print Name)

Authority  
(Title)

Note: Must be signed by administrator or an authorized representative.

**Owner's Appraisal**

**Owner's Invoice**

**Proof of Payment**

# OFFERING PRICE REPORT AND SUBMITTAL

LPA1894 02/07 (Replaces LPA2001) Ch. 32 Wis. Stats.

Date 10-01-10	Region N E
To Local Public Agency Review Appraiser	
From Local Public Agency Appraiser	
Owner Prestige Investments, Inc.	

We are submitting and recommending the following parcel for approval. The objective review meets the required guidelines. The areas and interests agree with the right of way plat; the owner(s) were given the opportunity to accompany the appraiser; the date of opinion corresponds to the last inspection date; all math calculations are correct or have been noted in the attached appraisals; and the certificate of appraiser is included.

Review Comments

### ACQUISITION OF

Fee Simple 0.04 acres/sq. ft.	Permanent Limited Easement 0.07 acres/sq. ft.
Highway Easement acres/sq. ft.	Temporary Interest 0.26 acres/sq. ft.
Access Rights <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Other

### APPROVED BY LOCAL PUBLIC AGENCY

Having made a complete review of this property, an analysis of the appraisal(s) submitted, and in consideration of all supporting material included, it is my opinion that the total loss or damage is:

*Local Public Agency Review Appraiser*

*10-13-10*

\$ 8,600.00

(Review Appraiser)

(Date)

Project ID 9999-99-99	County Door	Parcel 22
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**Appraisal Copy  
(approved and signed)**

**Documentation of  
Approval**

## LETTERHEAD OF LOCAL PUBLIC AGENCY

October 13, 2010

Prestige Investments, Inc  
1028 S Main Street  
Anycity, WI 55555

Subject: Project ID 9999-99-99  
Townline Rd – 2<sup>nd</sup> St  
STH 99  
Door County  
Parcel # 22

Dear Mr. Hansen:

This is our written offer to purchase that part of your property needed for the STH 99 highway project.

Our offer of \$8,600.00, based on the enclosed appraisal report, is as follows:

Land, improvements, or fixtures bought	\$ 8,600.00
Damages to your remaining property	\$ 0.00

The \$8,600.00 is based on the appraised fair market value of your property. It does not consider any decrease or increase in value caused by the anticipation of this project.

We have included a description of the area or interest that we need from your property.

You may choose to obtain another appraisal as explained in the "Rights of Landowners" brochure already sent to you. To further aid you, we have included some appraisal guidelines for you and for your appraiser. Remember, the report must reach our office within 60 days.

We do not prorate taxes on a purchase such as this. You may; however, ask for a proration if there is a reduction in next year's taxes because of this purchase. You would need to furnish us with copies of your tax receipts at that time.

The "Rights of Landowners" brochure outlines our purchase procedures and your rights in the process. If you have any further questions after reviewing this pamphlet, you may contact me at 920-555-5555.

Respectfully,

Dianne M. Johnson  
Local Public Agency

Enclosure

## LETTERHEAD OF LOCAL PUBLIC AGENCY

June 7, 2010

Best Investments, LLC  
W406 State Street  
Anycity, WI 55555

Subject: Project ID 9999-99-99  
Townline Rd – 2<sup>nd</sup> St  
STH 99  
Door County  
Parcel # 22

The LOCAL PUBLIC AGENCY is beginning an improvement project on STH 99 in Door County.

LOCAL PUBLIC AGENCY's real estate consultant, Speedy Appraisal Consultants, will soon contact you to schedule an appointment for an inspection of your property for appraisal purposes. If you prefer that our consultant meet with your representative, please provide your representative's name and telephone number to our consultant.

The brochure "Rights of Landowners Under Wisconsin Eminent Domain Law" is enclosed to provide you with information about the public acquisition process.

A preliminary right-of-way plat is enclosed. It shows how the improvement project affects your property and lists the names of other property owners on the project.

If you have any questions about the project or the acquisition process, please call me at 920-555-5555 or our consultant at 414-555-5555. I sincerely look forward to working with you on the improvement of STH 99.

Sincerely,

Dianne M. Johnson  
LOCAL PUBLIC AGENCY