(Sample Offer to Purchase Letter)

LETTERHEAD OF LOCAL PUBLIC AGENCY

Date

 Project ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Highway Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parcel No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Name(s)

Address

City, WI Zip

Dear Property Owner:

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

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

 Land, improvements, or fixtures bought $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Damages to your remaining property $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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.

If you wish, we will also buy your remaining acres for an additional $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, making our total offer $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(Use for alternate offer or uneconomic remnant.)*

We have included a description of the area or interest that we need from your property. The enclosed plat map includes a list of neighboring owners affected by this project.

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 will have your taxes prorated at the close of this transaction, based on your latest tax assessment.

*(Use on total or major partial acquisitions.)*

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.

*(Use on all minor acquisitions.)*

Below is a list of all structures, building equipment or fixtures being bought and considered as part of the real estate. You may choose to buy back any of these items for the listed salvage values. An Asterisk “\*” marks items owned by a lessee or sub-lessee.

*(List Items)*

We have also listed the following items that are considered personal property. Items not included in the appraisal report will not be purchased.

*(List Items)*

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at (area code) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Respectfully,

*(LPA signature)*

LPA Title

Contact information

Enclosure