(Sample Intent to Acquire)

LETTERHEAD OF LOCAL PUBLIC AGENCY

Date

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

 Termini: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

Property Owner Name(s)

Address

City, WI Zip

Dear Property Owner:

This letter is to notify you that the property you currently occupy is scheduled to be acquired for, and will be part of, the highway improvement project identified above. The need to acquire this property for this project has been verified. However, the information needed to initiate the acquisition of this property is not currently available. It is anticipated that the acquisition will be initiated within a reasonable time.

Under Wisconsin relocation requirements, a tenant or owner occupant needs to be in occupancy at the initiation of negotiations in order to qualify for relocation benefits. One accepted variation from this requirement is when notification is issued by the acquiring agency that a property is to be acquired, and that notification is to be considered the initiation of negotiations for relocation purposes.

**This letter is intended to be the notification of the Intent to Acquire, and considered the initiation of negotiations for relocation purposes.**

As an occupant of the property to be acquired, you may be eligible to receive certain relocation benefits, described in the enclosed “Wisconsin Relocation Rights” brochure. This letter establishes your eligibility to receive these benefits provided you have been in occupancy for the time and purpose as provided by law. This means that even though you may have moved and may no longer be in occupancy at the time of the actual initiation of negotiations for acquisition purposes, your relocation assistance benefits will be available.

**It is very important that you keep this letter for your records. It establishes your eligibility to qualify for relocation assistance benefits.**

You may be eligible to receive some or all of the following benefits:

* Moving expenses.
* Payment toward the rental/purchase of a replacement residential/business/farm.
* Reimbursement of certain other expenses as provided by law.

I will contact you to arrange a meeting to review and explain your relocation benefits. I will also explain and provide the following assurances:

* You will have at least 90 days assurance of occupancy of the property acquired.
* You will be offered assistance in accomplishing your relocation if needed.
* You will not be required to vacate your occupancy until at least one comparable replacement is made available.

*(For owner occupants)*

Be aware that the dollars available under the acquisition of the property you occupy, and relocation replacement payments for owner occupants who purchase, cannot be made available at this time. When the negotiations for acquisition purposes is initiated, the relocation replacement payments for owner occupants who purchase will be made available along with the 90-day assurance.

*(For tenant occupants)*

When a replacement property is available and presented to you, the 90-day assurance will also be included.

The replacement is available and presented and accompanies this letter. Your 90-day assurance of occupancy will end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you have any questions or concerns, please do not hesitate to contact me at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; or, call me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Respectfully,

*(LPA signature)*

LPA Title

Contact information

Enclosure