

Click or tap to enter a date. Choose an item.

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Reference: Project ID Click or tap here to enter text., Parcel No. Click or tap here to enter text.

 Click or tap here to enter text.

 Click or tap here to enter text., Click or tap here to enter text. County

You are receiving this letter to initiate negotiations for the acquisition of your property and/or property interests needed for the above referenced project. I have enclosed are the following documents:

* Legal description of the land and/or interest(s) needed for the project
* “Right of Way Plat”
* Agreement for Purchase and Sale of Real Estate and/or Donation Form
* Statement to Construction Engineer
* Conveyance

The Agency’s determination of the fair market value of the property, is as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Allocation | Description | Size | Unit | Per unit | Value ($) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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**Internal Revenue Service Form W-9**. This form is required by the IRS for any transaction valued at $600 or more. If more than one owner, unless husband and wife at the time of the conveyance, each should submit a W-9. If husband and wife, please circle the name of the spouse whose social security number is provided. If exempt, the seller must provide an exemption form. Failure to provide a W-9, or providing a W-9 with incorrect information, may result in civil or criminal penalties for you.

**Statement to Construction Engineer**. This document provides the engineer in the field with your contact information, so they can get in touch should the need arise during construction. If there is any other underground improvements or concerns, please list those in the Other matters of interest and owner concerns portion of the form.

If you agree with the values determined and wish to enter into an agreement with the Agency, return the enclosed Agreement for Purchase and Sale of Real Estate / Donation Forms, Conveyance, and W-9 in a timely manner in the enclosed self-addressed, postage-paid envelope for final review and approval.

Once negotiations are complete, a fully executed (signed) copy of the agreement and conveyance will be sent to you. Upon receipt we will arrange for payment and closing. Please note that your execution of the Agreement for Purchase and Sale of Real Estate and/or Donation Form alone is not sufficient to result in an enforceable contract.

**The Agency will not use eminent domain authority to acquire the property if the seller chooses not to participate or if negotiations fail.** Wis. Stat. s. 32. 015 states, “Property may not be acquired by condemnation to establish or extend a recreational trail; a bicycle way, as defined in s. [340.01 (5s)](http://docs.legis.wisconsin.gov/document/statutes/340.01%285s%29); a bicycle lane, as defined in s. [340.01 (5e)](http://docs.legis.wisconsin.gov/document/statutes/340.01%285e%29); or a pedestrian way, as defined in s. [346.02 (8) (a)](http://docs.legis.wisconsin.gov/document/statutes/346.02%288%29%28a%29).”

The agency wants you to be satisfied and will provide any additional information requested, if available, or further discuss any other concerns you may have. If you have any questions, you may contact me at Click or tap here to enter text..

Sincerely,



Click or tap here to enter text.

Click or tap here to enter text.

Enclosures: Choose an item., legal description of the land and/or interest(s) needed for the project, Right of Way Plat, Agreement for Purchase and Sale of Real Estate and/or Donation Form, Statement to Construction Engineer, conveyance