Date

NAME REGULAR AND CERTIFIED MAIL

ADDRESS RETURN RECEIPT REQUESTED

CITY, STATE ZIP CODE Receipt Number

**SUBJECT: NOTICE OF INTENT ACQUIRE**

 **AND TEXAS LANDOWNER’S BILL OF RIGHTS**

 **Project Name:**

 **Parcel:** being a tract of land in fee containing \_\_\_\_\_\_ square feet

 Property Address:

Dear

Department Name has been authorized by City Council to acquire the subject property needed for the Project Name. The City, a governmental entity with eminent domain authority, is required to provide property owners with a copy of the Texas Landowner’s Bill of Rights (Attachment 1) before beginning negotiations to acquire real property. In accordance with Government Code Provision and Property Code Section 21.0112, the attached copy serves to satisfy this notice requirement concerning acquisition of the above referenced parcel.

Our records indicate that property shown in your ownership will be affected by this project. Copies of the field notes and map (Attachment 2) for this parcel are attached.

The purpose of this letter is to notify you of the City’s intent to purchase this property, and advise you of our procedures regarding land acquisition. Enclosed for your information is our Notice of Land Acquisition Procedures (Attachment 3) which describes the City of Houston land acquisition process and the principal rights and options available to you.

You will be afforded the opportunity to accompany the appraisers hired by the City of Houston during their initial inspection of your property. An appraisal of this parcel will be prepared and once received, will be reviewed by our Staff Appraiser. “Agent’s Name”, “Agent’s Title” will then contact you and present the City’s offer for the purchase of the property.

The appraiser will also be available to assist you and answer any questions concerning this subject. Please call (name), (title), at at your earliest opportunity to establish a telephone contact number to enable the appraiser to reach you when the appraisal and offer are ready for delivery.

When federal funds are used to purchase a property, if any displacement or relocation occurs as a result of this acquisition, the owner and tenants of the property may be entitled to certain benefits in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and the City’s Relocation and Real Property Acquisition Policies. These benefits, if applicable, will be fully explained when the City’s offer for the purchase of the easement is presented to you. Any relocation eligibility will be determined at a later date and you will be notified by this office. Please contact this office to discuss any possible relocation issues prior to moving.

Thank you for your cooperation in this civic project. Should you have any questions or require further information please contact the person below:

Name

Title

Department

Division

Phone

Email

To insure prompt receipt, please mail all correspondence to:

Department

Division

Address

C/O

Sincerely,

Name

Title / Division

Author:supervisor’s initials:typist’s initial

Attachments: 1. Copy of Texas Landowner’s Bill of Rights and Acknowledgment of Receipt

 2. Field notes and map

 3. Notice of Land Acquisition Procedures

cc: