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| Seal blue st copy2 | **CITY OF HOUSTON**  Housing & Community Development Department | Sylvester Turner Mayor  Tom McCasland  Director  2100 Travis, 9th Floor  Houston, Texas 77002  T. (832) 394-6200  F. (832) 395-9662  www.houstontx.gov/housing |

**Notice of Interest**

Dear :

(City, County, State, other) , is interested in acquiring property you own at (address) for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the program. Federal funds are administered by the City’s Housing and Community Development Department.

Please be advised that the City of Houston possesses eminent domain authority to acquire property, however, in the event you are not interested in selling your property, or if we cannot reach an amicable agreement for the purchase of your property, we will **not** pursue the acquisition under eminent domain. Your property is not a necessary part of the proposed project and is not part of an intended, planned, or designed project area where substantially all of the property within the area is to be acquired.

We are prepared to offer you ($) to purchase your property. We believe this amount represents the current market value of your property. However, supplementary information may result in modification of the final price. Please contact us at your convenience if you are interested in selling your property.

The property must be evaluated in accordance with the environmental regulations at 24 C.F.R. Part 58 and the National Environmental Policy Act (NEPA) at 40 C.F.R. Parts 1500-1508, as applicable. If the information found indicates that the property is not compliant with an applicable law or authority, the Seller(s) and Buyer(s) must be provided the opportunity to withdraw from the agreement without penalty.

In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA):

* Owner-occupants who move as a result of a voluntary acquisition are **not** eligible for relocation assistance.

* Any person who occupies the property for the purpose of obtaining assistance under the URA does not qualify as a displaced person.
* Tenant-occupants displaced as a result of voluntary acquisition may be entitled to URA relocation assistance and must be informed in writing as soon as feasible. ***“As soon as feasible” in this instance means within 30 days of this notice or the Letter of Intent.***
* Any new tenant who plans to move on to the site after this notice has been signed, must receive a Move-In Notice informing them of the potential sale of the property and that they will **NOT** be eligible for relocation assistance. Failure to provide this notice may jeopardize the federal funding of this project.

If you have any questions about this notice or the proposed project, please contact:

*(Insert COH contact information here.)*

Sincerely,

Director

**SELLER’S RECEIPT AND ACKNOWLEDGMENT**

[Insert Organization/Entity Name if applicable]

Name: Date

Title:

Name: Date

Title: