

Just Compensation Letter
Written Offer to Purchase

Date

Name

Address

Address

RE: Just Compensation – Written Offer to Purchase

Property Located at: _____

Community Development Block Grant, Project Number: _____

Dear _____:

The (City / County) has approved the completion of, (describe project). To accomplish this project, it will be necessary to acquire your property located at (provide address or other legal description).

As you were informed at an earlier date, the property was appraised on (provide date). The appraisers report has been analyzed and reviewed by a second appraiser. Based upon the appraisal and review appraisal, the (City / County) makes you a firm offer of \$_____ for the purchase of the above referenced property.

We feel the above offer is equitable and we will be contacting you regarding your consideration of this offer.

*[This amount is compensation for your property and DOES NOT INCLUDE moving and relocation benefits. Therefore, a representative of the (City / County) will be contacting (you / tenant) shortly to determine eligibility and inform (you / them) of possible moving and relocation entitlements.]

Thank you for your consideration and cooperation in this matter and we hope you will respond favorably to our Fair Market Value offer. If you have any question, please feel free to call.

Sincerely,

Name

(Mayor / County Commissioner)

*[] Omit if property unoccupied by tenant or owner and no displacement will occur.