

Letter Offer
Maintenance Facilities

To be Produced in District
Office on MHTC Letterhead

EXAMPLE

(Date)

(Name and address of property owner)

Dear _____:

The Missouri Highway and Transportation Department is interested in acquiring certain real property from you to establish and operate a maintenance site. The property consists of approximately _____ acres of land and is located _____.

Based on our preliminary inquiry, the property the department proposes to purchase consists of a tract of land briefly described as follows:

_____.

If an agreement is reached for the sale of this property, the department will have a registered land survey of the area done. The legal description contained in the deed of conveyance will be based on this survey. The department will also have a title search done which, along with the survey, will be paid for by the department.

I hereby offer to all interested parties who may have an interest in this real estate the sum of \$ _____. This offer is based on an appraisal of the property's fair market value. In estimating fair market value, the appraiser gave consideration to the sales prices of other properties which are similar to the tract the department is offering to buy from you.

The above offer and the purchase of this property is subject to final approval by the Missouri Highway and Transportation Commission.

It is requested that you, within a reasonable time, advise the Missouri Highway and Transportation Department's representative or the undersigned of your acceptance or rejection of this offer.

If you accept the offer and the purchase is completed, you may be entitled to reimbursement for a pro rata portion of your paid realty taxes for the year in which this property is acquired by the department. It will be your responsibility to submit the attached Form 7-2.21(b) properly executed along with copies of paid tax receipts to this office to claim reimbursement.

(Use the following paragraph when it is a requirement that the owner provide a TIN.)

Please be advised that you are required by law to provide the Missouri Highway and Transportation Department with your correct taxpayer identification number, which is normally your social security number.

We have attached a form for your use in providing your taxpayer identification number to be completed and returned to the Missouri Highway and Transportation Commission's representative. Should you decline to provide the requested information, the department is still required to file Form 1099-S with the Internal Revenue Service based on information. Failure to provide the department with your correct taxpayer identification number may subject you to civil or criminal penalties imposed by law.

Sincerely,

District Engineer

(County, Route, Job No., Federal No. and Parcel No.)