# Offer Letter – Tenant Owner – With Disclaimer

(For tenant-owned structures and tenant has right or obligation to remove structures, when owner has executed a deed or disclaimer.)

***(Basis for Just Compensation Or Payment Estimate Should Not Be Attached)***

## USE DISTRICT LETTERHEAD

**(Date)**

**(Name and Address of Tenant Owner)**

Dear :

The Missouri Highways and Transportation Commission has approved a project to improve Route . In order to complete this improvement, it is necessary that we acquire your property as indicated on the engineering plans and described in the enclosed deed. Information presently available to us indicates that you are the owner of, and therefore have the right to remove, certain structures located on this property.

We encourage you to read the enclosed brochure, Pathways for Progress, and welcome your input regarding our offer. Should you have knowledge of additional factual data that affects the value of your property, we would be glad to take it into consideration.

We are authorized to offer you $ in settlement for the structure(s) and property rights that we require. This amount has been estimated to be full and just compensation.

In determining just compensation, consideration was given to the cost of reconstructing the structure(s) based on its (their) age, condition, utility and the amount by which it (they) contribute(s) to the overall value of the property.

This offer to purchase is made with the understanding that upon payment of the just compensation, structures shall be delivered in their present condition (with the exception of normal wear and tear), to the Highways and Transportation Commission.

If you wish to remove any or all of your structures within the acquisition limits indicated on the deed, you may do so with the understanding that our offer will be decreased by an amount equal to the salvage value of each structure as follows:

(Identify structure(s)) (Salvage Value)

$

We wish to remind you that there are several rules and regulations that must be complied with when moving oversized objects on or over state highways, county roads or city streets. We recommend that you make yourself fully aware of these rules and regulations prior to retaining oversized structure(s). Should you elect to retain and remove any structure(s) listed above, you should notify the Highways and Transportation Commission’s right of way representative.

When you are prepared to accept or reject this offer, please contact your representative. (When urgent, a deadline will be stated.)

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

Federal law requires that you provide the Missouri Highways and Transportation Commission with your correct taxpayer identification number (TIN), which is usually your social security number. We have attached a form for this purpose. Please complete the form and return to your commission representative or mail to:

NAME

Missouri Department of Transportation

ADDRESS

Should you decline to provide the requested information, the department is required to file Form 1099-S with the Internal Revenue Service based on available information. Failure to provide us with your correct TIN may subject you to civil or criminal penalties imposed by federal law.

As explained in the enclosed Pathways for Progress brochure, you may be entitled to reimbursement for a portion of the current year’s realty taxes. To claim reimbursement, you must submit to this office the attached Prorata Real Estate Tax Claim form, properly completed, along with copies of paid tax receipts.

We greatly appreciate your cooperation in this matter,. If you have any questions regarding the information in this letter or how to proceed, please contact (name of representative) at (phone#).

Sincerely,

District Engineer

(County, Route, Job Number, Federal Project Number, Parcel Number)

(The brochure Pathways for Progress shall be delivered with this letter.)