First Vacancy Notice--Condemnation To be Produced in District

Partial Displacement Office on District Letterhead

Owner-Occupants (NOT displaced from primary place of residence),

Owner-Non-Occupants and Tenants

EXAMPLE

(Date)

(Relocatee's Name and Address)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Subject: Advance Vacancy Notification

It is our desire to give you as much advance notice as possible concerning the date that you will be required to move your personal property that is currently located within the limits of the right of way being acquired from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the Missouri Department of Transportation for the below project.

This letter is therefore provided to advise you that possession of the right of way will be required in approximately 90 days from the date of this letter. You may be assured that possession will not be required less than 90 days from this date.

You will receive another vacancy notice, at least 30 days before you will be required to vacate the subject right of way parcel, which will provide a specific date that possession will be required by the department.

Please understand that we are not recommending that you remove such personal property prior to the final vacancy deadline which will be provided to you at a future date.

Please contact (Relocation Agent) at telephone number (District Name), if you have any questions.

Sincerely,

District Engineer

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