Vacancy Notice To be Produced in District

Negotiated Settlement Office on District Letterhead

Total Displacements, Tenants

EXAMPLE

(Date)

(Relocatee's Name and Address)

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

Subject: Notice to Vacate

When the Missouri Department of Transportation acquires property for highway purposes, it is the policy to give the occupants thereof 90 days' notice to vacate.

You are accordingly advised that the department requests that you vacate the property you now occupy at (Street Address) in (City/County and State), no later than the day of , 20 .

We are not suggesting or recommending that you vacate the property prior to the above vacancy date; however, if you do so by choice, possession of the property will be taken by the department on the actual date of vacation.

Please notify the above Missouri Department of Transportation district office, preferably by telephone, as soon as you have moved from the subject property.

All rental fees due and payable prior to the above vacancy date shall be made directly to your landlord and the need for any necessary building or utility repairs and/or maintenance should also be reported to him/her. The department does not have any responsibility for such property prior to the above vacancy date unless possession is obtained prior to that date due to early vacancy.

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.)

(continued) **NOTE TO DISTRICT:** Should the property owner elect to surrender immediate possession of the subject property in lieu of retaining possession for the routine 90-day possession period, **omit** the last paragraph of this form and insert in lieu thereof "Please submit your monthly rental payments directly to (District Address). "Checks should be made payable to "Director of Revenue, Credit State Road Fund." Any advance rental payments and/or deposits made at the time you rented the property must be recovered from your landlord."