# Offer Letter – Fee Owner - Capital Improvement Facilities

## USE DISTRICT LETTERHEAD

(Date)

(Name and Address of Property Owner)

Dear :

***(Copy to all fee owners of record. For owners who provide a statement indicating that they are represented by an attorney address letter to the attorney only with list of owners he represents.)***

The Missouri Highways and Transportation Commission is interested in acquiring certain real property from you to establish and operate a maintenance site. The property consists of approximately \_\_\_\_\_\_\_\_\_\_\_\_ acre(s) of land and is located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If an agreement is reached for the sale of this property, the Commission will cause a boundary survey to be completed by a registered land surveyor. The legal description contained in the deed of conveyance will be based on this survey. The costs associated with the survey will be paid for by the Commission.

We are authorized to offer you $\_\_\_\_\_\_ for the property. This offer is based on an appraisal of the property’s fair market value, including the (house, garage, small shed, etc.). In estimating fair market value, the appraiser gave consideration to the sales prices of properties similar to yours in your area.

This offer is tendered with the understanding that any structures located on the property to be acquired shall be delivered, in the present condition (with the exception of normal wear and tear), to the Commission upon receipt of payment.

When you are prepared to accept or reject this offer, please call your Missouri Highways and Transportation Commission representative.

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 enclosed Proprata Real Estate Tax Claim Form, properly completed, along with copies of paid tax receipts.

(Use the following paragraphs when it is a requirement that the owner provide a TIN to MHTC.)

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 1099S 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.

(Use the following paragraphs when it is a requirement that the owner provide a TIN to an Escrow Agent.)

Federal law requires that you provide your correct taxpayer identification number (TIN), which is usually your social security number.

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

We greatly appreciated your cooperation in this matter. If you have any questions regarding the information in this letter or how to proceed, please contact (name of negotiator) at \_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Right of Way Manager

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