First Vacancy Notice--Condemnation To be Produced in District

Total Displacement Office on District Letterhead

Tenants and

Owner-Occupants-NOT displaced from their primary place of residence

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 vacate the property being condemned by the Missouri Department of Transportation as right of way for the below project.

This letter is therefore provided to advise that possession of the property you now occupy, if acquired by the department according to our anticipated time schedule, will be required in approximately 90 days from the date of this letter. You may be assured that possession will not be required prior to the time legal title is acquired by the department or less than 90 days from this date.

You will receive another vacancy notice, after the property has been acquired by the department and at least  **30** days before you will be required to vacate the subject property, which will provide a specific date that possession will be required by the department.

We claim no right, title or legal interest in the property at this time and we are not recommending that you vacate the property prior to the final vacancy deadline which will be provided to you after the property has been acquired by the department.

**NOTE: THE FOLLOWING PARAGRAPH IS TO BE ADDED WHEN THE NOTICE IS TO BE SENT TO TENANTS.** (The last paragraph relating to relocation agents name and telephone number is to be included on all vacancy notices.)

All rental fees payable prior to the final vacancy deadline 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 responsibility for the property prior to the final vacancy deadline 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.)