Notice of Intent to Acquire - Relocation To be Produced in District

 See Instructions for

 Form in Section

 236.8.1.27

EXAMPLE

(Date)

(Relocatee's Name and Address)

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

Subject: Relocation Assistance Program

This letter is to inform you that the Missouri Department of Transportation plans to acquire the property located at (complete address or other positive identification), which you now (own-own & occupy-occupy as a tenant), as right of way for the below highway project.

This notice is being provided to assure that those who will be displaced, due to the acquisition of this property for highway purposes, will not lose their eligibility for any relocation assistance payments they are otherwise eligible to receive if they move after receipt of this notice and prior to initiation of negotiations for the subject property.

It is anticipated at this time that negotiations will be initiated for the acquisition of the subject property on or near (date district expects to initiate negotiations).

We are attaching hereto a Missouri Department of Transportation Relocation Brochure which explains the relocation services and payments available to those who are displaced by highway acquisitions as well as the eligibility requirements for each type of payment. If you desire additional information, please feel free to contact this office

 NOTICES TO OWNER-OCCUPANTS END HERE UNLESS A PORTION

OF THE SUBJECT PROPERTY IS TENANT-OCCUPIED.

 NOTICES TO TENANTS AND TO THEIR LANDLORDS MUST CONTAIN THE FOLLOWING PARAGRAPH

Please understand that the Missouri Department of Transportation is in no way recommending, or even suggesting, that tenants move from properties they occupy prior to the time such properties are acquired by the department. In each instance tenants will be provided a 90-day vacancy notice prior to the time they are required to move and we specifically recommend that all tenants continue occupancy until such notices are received from the department.

Sincerely,

District ROW Manager

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