

**GUIDEFORM NOTICE – Disclosure to Seller with  
Voluntary, Arm’s Length Purchase Offer**

Date: \_\_\_\_\_

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

This is to inform you that \_\_\_\_\_ would like to  
(agency or person)  
purchase the property located at \_\_\_\_\_  
(street address or physical location, city & state)

if a satisfactory agreement can be reached. We are prepared to pay \_\_\_\_\_  
for clear title to the property under the conditions described in the attached proposed contract of sale.

Because Federal funds may be used in the purchase and/or development of this property, we are required to disclose to you the following information:

1. The sale is voluntary. If you do not wish to sell, will not acquire your property does not have the power to acquire your property by condemnation (i.e., eminent domain) and will not use the power of eminent domain to acquire the property.
2. We estimate the fair market value of the property to be \_\_\_\_\_

Since the purchase would be a voluntary, arm’s length transaction, you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation. Also, as indicated in the contract of sale, this offer is made on the condition that no tenant will be permitted to occupy the property before the sale is completed.

Again, please understand that if you do not wish to sell your property, we will take no further action to acquire it. If you are willing to sell the property under the conditions described in the attached contract of sale, please sign the contract and return it to us.

If you have any questions about this matter, please contact \_\_\_\_\_  
(agency or person) at the following telephone number:  
\_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
(name)  
\_\_\_\_\_  
(title)

Enclosure

**THIS SECTION TO BE SIGNED ONLY BY SELLER:**

I/We certify that there (please check one)

- Were  Were not

Tenants/renters who were required to move due to this sale

Seller(s) signature(s) and date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please retain this form for your records.  
Please mail a copy to:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_