

SAMPLE VOLUNTARY ACQUISITION FORM – THIRD PARTY

Note: The Uniform Relocation Act (URA) acquisition requirements for non-profits and private developers are found in Chapter 5 of HUD Handbook 1378, and must be followed if real property is to be acquired as part of a project receiving federal assistance. This is a sample form for voluntary purchases to be used on the Third Party letterhead or the community's or community's representative letterhead, and can be revised, as appropriate for the project, and presented to the seller. The form must be signed by the seller. Be clear who is making the offer. **This form can no longer be sent certified mail – the seller must complete the bottom portion, if applicable, and sign the form.**

Agency Providing Financial Assistance: _____ Grant No.: _____

Name and Address of Owner(s): _____

Address of Property to be Purchased: _____

Name of Purchaser(s): _____

1. The purchaser is not a government agency and has no legal means to acquire your property except by a mutual agreement between the buyer and the seller. This is and there is no threat of Eminent Domain.
2. We estimate the fair market value of the property to be \$_____ based on:
(Check one)
 an appraisal of the property conducted by _____ (copy attached)
 a third party who is familiar with property values in the area, such as a Realtor (copy attached)
3. Federal funds used in this project state that whenever feasible, we must inform you of the estimated fair market value of the property **prior to entering into an option or purchase agreement.**
 Fair market value **was** presented prior to entering into an option or purchase agreement
 Fair market value **was not** presented prior to entering into an option or purchase agreement.

Initial how you would like to proceed:

withdraw from option or agreement; proceed; withdrawal from the option or agreement and renegotiate

4. This is a voluntary sale; you will not be eligible for relocation assistance as a consequence of this transaction.

5. To be completed by owner(s).

Unit is or was owner occupied.

Unit(s) is or was tenant occupied. If tenant occupied, please complete the following for each tenant. Additional sheets can be attached.

Tenant Name(s): _____

Tenant(s) Address (es): _____

Tenant Phone Number: _____ If moved from property, date moved: _____

Reason for Move: _____

Printed name of person completing this section: _____

I certify that the above is true and correct (please sign): _____

Received by (Seller's signature): _____ Date: _____

Received by (Seller's signature): _____ Date: _____

Name and Title of Local Government Contact: _____

Date Presented: _____ Phone and Fax Numbers: _____

Address: _____ Presenter's signature: _____