

## SAMPLE VOLUNTARY ACQUISITION FORM - PUBLIC ENTITY

**Note:** A Voluntary Acquisition Form must be presented to the seller **prior to entering into an option or purchase agreement**. The URA does not allow public entities the privilege of providing this information to sellers anytime prior to closing, as it does in cases of third-party acquisition. **Note:** The Uniform Relocation Act (URA) acquisition requirements for public entities 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 (when no specific site or property is designated for acquisition) to be used on the community's letterhead, and can be revised, as appropriate for the project, and presented to the seller. The form must be signed by the seller. **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. As a public sector entity proposing to acquire your property, I must inform you that this is a voluntary, arm's length transaction. The Community of \_\_\_\_\_ will not use its power of eminent domain and will only acquire your property by means of a mutual agreement between the buyer and the seller.
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 require my informing 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: \_\_\_\_\_