## Just Compensation and Relocation Notice to Owner

## The notice to the owner for just compensation and relocation is one of the required acquisition procedures outlined in *Manual 3: Acquisition Projects*

## *Present the landowner with a notice of just compensation and relocation which informs the landowner of the appraised market value of the property and offers tenant relocation assistance, if applicable.*

## The notice must be signed by the landowner. Upload a copy of the signed notice to the RCO project in PRISM Online. This notice, in effect, opens official negotiations with the owner. No discussions with the owner before this time should include purchase price.

## Sample Letter

Date

Name of Landowner(s)

Address

City, WA 98XXX

RE: Just Compensation and Relocation Notice

Dear *[insert property owners name(s)]*,

This notice is to advise you of the compensation for your property at *[insert street address or other property identification].* In compliance with state and federal law, the just compensation for \_\_\_\_\_\_\_\_ *[insert one of the following: fee interest, conservation easement, lease, or other]* in the property is: $ \_\_\_\_\_\_ *[insert the fair market value as determined by an appraisal and confirmed by a review appraisal]* as determined by the appraisal dated \_\_\_\_\_\_\_\_\_\_\_\_\_and completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_, which was confirmed by the review appraisal dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

By signing this notice, you acknowledge that you were made aware of the just compensation of the property under consideration and provided an opportunity to identify any potential people who may be eligible for relocation assistance. This does not obligate you to sell your property or any rights in it.

Owner(s) signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide below the name and addresses of anyone living on the property other than the owners or any businesses using the property:

*[insert name(s) and address(es) here]*

Please retain this letter for your records, and return a completed copy to me by\_\_\_\_\_\_\_\_\_\_\_\_\_. If you have questions please call me.

Sincerely,

*[insert your name]*