Date:

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| County: | Federal Project No.: |
| ROW CSJ: | Hwy. No.: |
| Parcel ID: |  |
| Project Limits: From       To | |

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Dear      :

We are enclosing a brochure entitled *“Relocation Assistance”* that explains the procedures used by the Texas Department of Transportation to assist persons displaced by the purchase of land for highway right of way. We believe that you will find that this brochure is very helpful. The payments and services to which you may be entitled through our Relocation Assistance Program are over and above, and in addition to, the payments you will receive for your land and/or improvements and reimbursement for any incidental expenses incurred in transferring title to the acquiring agency.

Please take careful note of each and all of the following statements:

1. You will not be required to move from the property being acquired for at least 90 days from the date of this letter. At some later date you will be given a written notice and a date by which you must vacate the property. You will have at least 30 days after receipt of the written notice before you must move.
2. If you accept $      in negotiation for your property, you may be entitled to a replacement housing supplement of $     . This supplement has been based on the asking price of the residential dwelling(s) located at      . You do not have to purchase that particular dwelling to qualify for your replacement housing supplement; however, to claim this supplement you must purchase and occupy a replacement home costing $      or more within one year as explained in our brochure. If you receive an amount other than the $     mentioned above for your property through negotiations or condemnation, the amount of your housing supplement may have to be changed. If you elect to purchase a replacement home costing less than $     , it may be necessary to reduce the amount of the supplement. To avoid loss of benefits, you are encouraged to contact this Department before making a binding commitment to purchase a replacement home.
3. If you choose to rent rather than purchase a replacement home, you may or may not be entitled to a rental housing payment. You should notify this Department of your intention to rent so that it may be determined whether you will be entitled to a rental supplement.
4. If you wish to examine the possible replacement dwelling(s) previously mentioned, this agency will provide transportation to assist you to do so. If you wish to examine other possible replacement homes of like price and functional qualities, our relocation assistance personnel will be available to assist with each such visit you would like to make during any reasonable duty hour.
5. If you elect to buy a replacement home and the mortgage interest rate exceeds the one you are paying on the home you now occupy, you will be entitled to an interest differential payment based on the lesser of the existing and new mortgage balances and the shorter of the two mortgage terms. You may also be eligible to receive reimbursement for actual incidental costs in closing, but not to include prepaid expenses for financing the replacement dwelling.
6. Furthermore, you may be entitled to moving costs as explained in our brochure. These costs, however, are limited to personal property and will not include any costs for moving real property.
7. For you to be eligible for a supplemental housing payment, your replacement home must conform to State requirements for decent, safe and sanitary housing. To insure that your replacement home meets the required standards, we suggest you have it inspected by this Department before entering into a contract for its purchase or rental. If this is not possible, we suggest that a provision be included in the purchase contract for the replacement property that the contract is valid only if the property will pass a decent, safe and sanitary inspection by this Department.
8. Any person or entity who is not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child.
9. Finally, if you are dissatisfied with a determination as to your eligibility for a payment or the amount of any relocation payment, you may request a review of your case by the Texas Department of Transportation’s Relocation Assistance Review Committee as explained in our brochure.

We request that you thoroughly read and examine our brochure for additional information and the requirements for payment eligibility. Assistance in preparing the necessary forms and with the filing of your claims for any benefits to which you may be entitled, as well as any additional information desired concerning our relocation assistance program, will be made available to you from this office. If any such help is desired, please contact       at       in       or visit the Texas Department of Transportation office at      . In the event you are unable to contact our office between 8 a.m. and 5 p.m., you may call       at       in       between      . Our contact person will cooperate with you in setting up an appointment at a time and place convenient for you.

Sincerely,

      District, Texas Department of Transportation

Enclosure