Date:

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

|  |
| --- |
|       |
|       |
|       |

Dear      :

An offer was made by the Texas Department of Transportation on       to purchase the above-designated property, on which you reside, for highway right of way. This Department assists persons displaced by the purchase of land for transportation purposes through our Relocation Assistance Program. The payments and services to which you may be entitled are outlined in the enclosed brochure which is entitled *“Relocation Assistance.”* We believe that you will find that this brochure is very helpful.

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. You may be entitled to a replacement housing supplement of $      to rent a replacement home that costs $      per month or more including utilities. This supplement has been based on the cost to rent a      -room,      bedroom replacement      located at      . You do not have to rent that particular dwelling to qualify for your rent supplement; however, to claim this supplement you must rent and occupy a replacement dwelling costing $      per month or more, including utilities, within one year as explained in our brochure. If your replacement dwelling rents for less than $      per month, the supplement may have to be reduced. To avoid any loss of this benefit, you are encouraged to consult with this Department before making any kind of commitment to rent the unit.
3. 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.       such dwellings are presently available for rent at       and       in your community.
4. If you elect to purchase rather than rent a replacement dwelling, you may be entitled to a down payment supplement not to exceed $      for down payment and incidental expenses. Any amount paid under this provision must be applied towards the purchase of a replacement dwelling. To claim this payment, you must purchase and occupy a residential dwelling within one year, as is also explained in our brochure. To avoid the possible loss of benefits, you would do well to consult with the Department before making a binding commitment to buy a replacement home.
5. Be advised that any lease agreement you may currently be a party to is still valid and fully enforceable by your landlord. Please coordinate with your relocation agent to determine when the lease agreement has been extinguished.
6. Additionally, 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 that 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 earnest money 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