Date:

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

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Dear      :

An offer was made by the Texas Department of Transportation on       to purchase the above-designated property, on which you are located, 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 relocation assistance payment for moving costs and related expenses as explained in our brochure. This payment, however, is limited to the cost of relocating your displaced personal property and will not include any costs for moving real property. Such payment may include:

a. Actual reasonable costs and related expenses in moving and reinstalling your personal property from the real property acquired by the State for highway right of way.

b. Actual reasonable and necessary costs involved in reestablishing your business.

c. Actual direct losses of tangible personal property in moving or discontinuing an activity.

d. Actual reasonable expenses in searching for a replacement location.

e. In lieu of the actual moving expenses described in the foregoing statements, you may be eligible for a fixed moving payment based on your annual net earnings.

1. To be eligible for the moving payment, you must provide the Department reasonable advance notice of the approximate date of the start of your move and a list of the items to be moved. Also, you must permit our staff personnel to make reasonable, timely inspections of your personal property at both the displacement and the replacement sites and to monitor your move.
2. 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.
3. In order to claim relocation benefits you must continue to operate your business at this location until the Department has acquired the property. Your relocation agent will notify you when that has occurred.
4. Application for moving payments shall be made in writing on standard forms provided by this Department and the application must be filed with this Department no later than eighteen (18) months after the date you actually move from the State-acquired real property.
5. 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.
6. 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