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. It has been determined that your business may be impacted by the new roadway. As a result you have been deemed eligible for relocation benefits if you choose to relocate from your current location. In order to claim any relocation benefits you must contact the agent listed below and notify them of your desire to move. Your eligibility for relocation benefits will expire 18 months from the date of this letter or the date you receive the final payment for the acquisition of your real property, whichever is later. All claims must be submitted with required supporting documentation to the department within the 18 month time frame. Any claims filed after this date will be ineligible for reimbursement.

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. Please coordinate with your relocation agent to identify which claim types you may be eligible for.

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. 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.
3. 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.
4. 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