Date:

|  |  |
| --- | --- |
|       | County:       |
|       | Highway No.:       |
|       | Location:       |
|       | Project No.:       |
|  | ROW CSJ No.:       |
|  | District:       |
|  | Parcel ID:       |

Dear       (owner(s)):

It is important to confirm this agreement to avoid any possible misunderstanding as to the details of the purchase or the process by which the Texas Department of Transportation (TxDOT) will make payment. The payment of $      as herein agreed will constitute full payment to be made by TxDOT for the property to be conveyed to the State.

TxDOT and the owner(s) have agreed to the following provisions.

Attached please find a right of way map showing the limits for the above referenced proposed work to be accomplished,

Until payment is made by TxDOT, title and possession of any property and existing improvement(s) to be conveyed remains with you. You shall bear all risk of loss to any and all such existing property and improvement(s) prior to such payment. Either you or TxDOT shall have the right to terminate this agreement.

The payment of the amount herein stated and the terms provided constitute the only promises, consideration and conditions of this purchase. No other promises, consideration or conditions have been signified or implied.

The State, without cost to the owner(s), will pay the cost of recording all instruments conveying title to the State.

It is suggested that you carefully review the proposed Memorandum of Agreement and satisfy yourself (selves) as to its provisions. Relocation as per the provisions of the agreement may commence after you sign this agreement and return it to us. Please provide proof of signature authority with the executed agreement.

TxDOT must approve completed work before any payment can be made. Additionally, you must also provide us with the executed attached Quitclaim Deed, the filled-out AP-152 (attached) and a copy of your W-9.

Sincerely,

Right of Way Manager,       Date

Texas Department of Transportation

I (We) fully understand the Texas Department of Transportation proposal as contained in this agreement and hereby acknowledge receipt of the brochure entitled *“Relocation Assistance.”*

I (We) understand that relocation assistance benefits are handled entirely separate from and in addition to this transaction and agree that my (our) execution of the Right of Way Deed is based on this understanding.

Utility Owner’s Signature Utility Owner’s Signature

|  |  |  |
| --- | --- | --- |
|       |  |       |
| Date  |  | Date  |

Enclosures:

Copy of Private Utility Property Right Documentation

Determination of Cost (ex. Appraisal, bids, cost estimate, etc.)

Quitclaim Deed

AP-152 Form

Right of Way Map