Date:

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

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

Dear      :

We have been advised that       made an offer on       to purchase the above designated parcel of land, on which you reside, for highway right of way. The Texas Department of Transportation 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 30 day notice which will give a date by which you must vacate the property. You must be in occupancy of the property at the time of the 30 day notice to be eligible for relocation benefits.

2. We have found that comparable residential housing is available in your area at prices that are within your financial means. You are, therefore, not eligible for an additive payment for rent of a replacement dwelling. This determination is based upon the      -room,      -bedroom       located at      , that is currently available and rents for $      per month including utilities in the cost of rent.

3. 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.

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.       such dwellings are presently available for rent at       and       in your community.

5. Application for relocation assistance payments must be made in writing on standard forms provided by this Department and must be filed with this Department no later than eighteen (18) months after the date you actually move from this parcel.

6. 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.

7. 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