

Appendix **Preliminary Acquisition Notice Sample/**
32.A HUD Brochure

(Date)

Ms. Elizabeth Richards
4134 Lilac Avenue
Belmar, Virginia 99901

Re: Preliminary Acquisition Notice
(Insert Property 911 Address)

Dear Ms. Richards:

This is to inform you that the City of Belmar has determined to acquire your property on Petunia Avenue (Lot 8, Block 6, Palmer Extension) to be used for the construction of a sheltered workshop.

A brochure describing your rights and the City's procedures for acquiring property is enclosed for your information. If you have any questions, please call Mr. Garcia Lorca at City Hall at 441-4841.

The City will be hiring an independent Appraiser to appraise your property. You have the right to accompany him on his inspection of the property if you wish to do so. A letter inviting you to accompany him will be sent by the Appraiser at least five (5) days prior to his visit.

Sincerely,

Garcia Lorca
Public Works Director

Enclosure: *When a Public Agency Acquires Your Property Brochure*

NOTE: THIS NOTICE AND ALL OTHER SUCH NOTICES TO OWNERS ARE TO
BE SENT BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, OR
HAND DELIVERED AND RECEIPT DOCUMENTED.

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