

**Form 36**  
**Sample Notice of Intent to Acquire and Rights Under the Uniform Relocation Act**  
**for Fee Simple Purchases**

*Certified Mail: Return Receipt Requested*

*Individual Notices must be sent to each affected property owners.*

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Property owner)

\_\_\_\_\_ (Property owner's address)

\_\_\_\_\_

Dear \_\_\_\_\_:

This is to inform you that the City/County of \_\_\_\_\_, Arkansas, is considering the acquisition of your property on \_\_\_\_\_ (Street address or other legal description.) to be used for the construction of a \_\_\_\_\_ project.

You have the right to be compensated for this property or you may choose to donate it. In either case, you have the right to request an appraisal to establish the fair market value of your property. I will be contacting you on \_\_\_\_\_ (Date) to determine whether or not you wish to donate the property and if you want an appraisal of the property.

In determining the fair market value of your property, the City/County of \_\_\_\_\_, Arkansas, may hire an independent appraiser. Should an appraisal be required, a letter inviting you to accompany the appraiser during inspection of your property will be sent to you at least five days prior to his visit.

Enclosed is a document entitled Acquisition of Easements and Fee Simple Titles Under the Uniform Relocation Act and the Rights of the Property Owner which gives more details about your rights and the City/County of \_\_\_\_\_, Arkansas, procedures for acquiring property. If you have any questions, please call me at (501) \_\_\_\_\_.

Sincerely,

\_\_\_\_\_ (Name of agent)

\_\_\_\_\_ (Title)

Enclosure