



Department of Planning & Community & Economic Development

## Community Development Division

Madison Municipal Building, Suite 300  
215 Martin Luther King, Jr. Boulevard  
P.O. Box 2627  
Madison, Wisconsin 53701-2627  
Phone: (608) 266-6520  
Fax: (608) 261-9626  
[www.cityofmadison.com](http://www.cityofmadison.com)

Child Care  
Community Resources  
Community Development Block Grant  
Madison Senior Center

### VOLUNTARY ACQUISITION

Dear \_\_\_\_\_; (Seller)

I (we), \_\_\_\_\_, am (are) interested in acquiring property you own at \_\_\_\_\_ for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) or City of Madison's Affordable Housing Funds (AHF).

Please be advised that I (we) do not have authority to acquire your property by eminent domain. In the event we cannot reach an amicable agreement for the purchase of our property, we will not pursue this proposed acquisition.

I (we) are prepared to offer you \_\_\_\_\_ to purchase your property. We believe this amount represents the current market value of your property. Please contact us at your convenience if you are interested in selling your property.

In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), owner-occupants who move as a result of voluntary acquisition are not eligible for relocation assistance.

If you have any questions about this notice or proposed project, please contact Community Development Division of City of Madison at the contact information above.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Delivered to Seller by \_\_\_\_\_ on \_\_\_\_\_.