

**BUYER IS RESPONSIBLE FOR COMPLETING FORM AND OBTAINING SELLERS SIGNATURE**

**HUD VOLUNTARY ACQUISITION/NOTIFICATION FORM**

Date: \_\_\_\_\_, 20\_\_\_\_

TO: _____ (Name of Current Property Owner)	Parcel No. _____-_____-_____ _____ (Address of Property Being Purchased)
_____ (Name of Current Property Co-owner)	_____ (Mailing Address of Property Owner If Different From Address of Property Being Purchased)
_____ (City, State, Zip)	

Prior to entering into a purchase contract or option the U.S. Department of Housing and Urban Development (HUD) regulations require a person acquiring real property for a HUD-assisted project to, 1) inform the owner that they do not have the authority under state law to acquire the property by eminent domain, and 2) inform the owner of the amount believed to be the estimated fair market value for the property,

**The Fair Market Value of your property is \$\_\_\_\_\_.** This market value has been obtained from Cuyahoga County property tax records (<http://fiscalofficer.cuyahogacounty.us/AuditorApps/real-property/REPI/default.asp>) and does not necessarily reflect the final amount that we negotiated as a purchase price. Informing you of the estimated Fair Market Value is only being done to satisfy the HUD acquisition requirements.

In addition, because you have freely elected to sell your property under the HUD regulations, you are ineligible for any relocation benefits or assistance as the result of the acquisition.

Therefore, after further consideration if you are not satisfied with either the purchase price that I(we) negotiate, or have negotiated, or the terms and conditions for the acquisition, you may withdraw from the agreement to sell your property.

Should you have any questions regarding this matter, please feel free to contact my Real Estate Agent, \_\_\_\_\_, at \_\_\_\_\_.  
(Telephone Number)

Sincerely,

\_\_\_\_\_  
Buyer's Signature

\_\_\_\_\_  
Print Name

<b>RECEIVED/ACKNOWLEDGED BY:</b>	
_____ (Owner Signature)	_____ (Date)
_____ (Owner Signature)	_____ (Date)

**NOTE: Retain copy of signed letter and submit original** to the City of Lakewood, Division of Community Development located in the Department of Planning, 12650 Detroit Avenue, Lakewood OH 44107. Thank you.