30-Day Notice to Vacate

Date

DISPLACEE NAME AND ADDRESS

Project: xxx

Parcel: xxx

**Subject: 30-Day Notice to Vacate**

Dear (Occupant Name):

You are hereby notified that the Louisiana Department of Transportation and Development (Department) has, as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acquired title to the property you now occupy.

The eligibility requirements and the relocation assistance payments and services to which you may be entitled as a result of this acquisition are explained in the Department’s brochure which was given to you along with the letter of eligibility delivered to you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You are hereby notified that you shall be required to vacate and surrender the Department’s property no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Any questions you may have concerning any of these matters should be directed to the Department’s Real Estate Office at the address shown above or by calling (Name) at (Phone Number).

Sincerely,

Real Estate Agent

DELIVERED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:

**cc: Relocation Assistance Officer**