Date

DISPLACEE NAME AND ADDRESS

Project: xxx

Parcel: xxx

**Subject: 90-Day Assurance and Relocation Eligibility - Landlord**

Dear (Name)

The Louisiana Department of Transportation and Development (the “Department”) is in the process of acquiring the tenant-occupied property you own. Negotiations to purchase the property were initiated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 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 brochure which has been given to you.

The maximum payment you may be entitled to receive as a moving cost reimbursement for any personal property you may have on site under the Relocation Assistance program will be determined and given to you as soon as possible. You may also be eligible for a payment for certain actual costs incurred searching for a replacement site and in reestablishing your rental property business.

The earliest date you may be required to move is 90 days from the day you receive this letter, which date shall be \_\_(Delivery Date + 90 days)\_\_. You will receive a Notice to Vacate giving you the actual date by which you must move any personal property on the site. This notice will be at least 30 days from the date the property is acquired or the date of expropriation of the property. In no event will it be sooner than the date indicated above. It is important that you notify the Department of the date you expect to move to ensure your eligibility for prompt reimbursement of move expenses.

Your eligibility for a moving cost supplement will not be complete until the Department has acquired the property.

Sincerely,

 Real Estate Agent

**cc: Relocation Assistance Officer**

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

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_