

Notice to Owner for Donations of Easements and Rights of Way

(Date) TxCDBG Grant Agreement No. _____

(Address)

Dear _____:

The (City/County) of _____ has received a grant from the Texas Community Development Block Grant Program. This grant will enable us to provide you and your neighbors with (describe general improvements to be provided).

We are glad to provide you with these improved services. However, we need your cooperation to complete this project. In order to provide you with (describe specific benefit to this owner), the (City/County) will need a (permanent easement/right-of-way) on your property.

The granting of this (permanent easement/right-of-way) will help us to provide you with better services sooner and at a lower cost. And this service may also increase the value of your property.

We are asking you to donate to the (City/County) that portion of your property needed to bring you this service. (Please note that you are not required to make this donation unless you wish to do so.) The portion of your property needed for the improvement is described on the enclosed *Notice of Agreement to Donate*.

The (City/County) has estimated the value of that portion of your property to be donated, and the dollar amount is also stated on the enclosed form. This amount may be claimed as a deduction for federal income tax purposes. However, before you may use the donated property as a tax deduction, you should seek advice from a qualified financial or tax consultant for absolute determination, or the Internal Revenue Service regarding the current rules for property valuation. You also have the right, by law, to an appraisal of the Market Value, if any, of the property described, and to receive just compensation.

Please examine the enclosed form carefully. Write your initials in the box beside the statement which represents your response to this invitation to donate your property. Sign the form in the space provided. Return the copy of the form you have initialed and signed in the enclosed stamped self-addressed envelope within 30 days. Keep one copy of the form for your reference.

We appreciate your cooperation in helping us bring you and other residents of (locality) this needed service.

Sincerely,

Local Official

Attachment: