**THE SUMMARY STATEMENT – OFFER LETTER**

Click or tap to enter a date.

[Insert name of owner - should match Title Report]

[Insert address where owner lives]

[Insert city, state, zip code]

Re: [Insert County-Route-Section]

Parcel No.: [Insert the parcel to be acquired]

Interest Acquired: [Insert the interest to be acquired]

Address of Property: [Insert the address of the property to be acquired**]**

To: [Insert name of owner - should match Title Report]

The Ohio Department of Transportation needs your property for the highway project identified as [Insert County-Route-Section] and requires the following from you:

[Insert the description of the property to be acquired, for example – Parcel 3WD is a Warranty Deed with Reservation of Access. This means fee simple title is being acquired, but the residue property will retain reasonable access to the road.]

The legal description of your property that the Ohio Department of Transportation needs for the highway project is attached to this offer and is referred to as Exhibit A. As a representative of this agency, I have explained the project, the highway plans and the affect it will have on your property as well as the procedures which will be followed by our agency during this acquisition.

Ohio Department of Transportation will not acquire your property in the event that these negotiations fail to result in an amicable agreement. This sale is voluntary on your part.

For this acquisition, you will be offered an amount not less than the approved fair market value estimate, also known as F.M.V.E. This F.M.V.E. is based on the value of your property as prepared by qualified real estate personnel that have analyzed current market data. Their work has been further reviewed by a pre-approved reviewer prior to the agency establishing the F.M.V.E. A copy of the valuation document is to be provided to you during this first negotiation visit.

Included in this offer letter are pertinent parts of the highway plans which are:

Summary Sheet Detail Sheets

The interest(s) in the real property that is to be acquired from you, the description and location identification of the real property to be acquired and any improvements such as buildings or structures situated on the real property to be taken, if any, are explained in the Plan Letter attached to this Summary Statement-Offer Letter.

The amount offered to you as just compensation for this acquisition is:

Real Property to be Acquired: [Insert the $ amount for the part taken]

Damages, if any, to the Part Not Acquired: [Insert the $ amount for damages]

Temporary Easements: [Insert the $ amount for Temporary]

Total F.M.V.E.: [Insert the total amount to be offered to the

Owner]

Tenant-owned improvements, if any, are to be identified in this Summary Statement-Offer Letter, and if there are any such improvements, the amount offered to the fee owner does include compensation for these improvements. For this acquisition there Choose an item. tenant-owned improvements.

Also attached to this Summary Statement-Offer Letter is the booklet "When ODOT Needs Your Property". This booklet briefly explains the acquisition process and your rights in this process. As ODOT is not appropriating your property, the discussion regarding appropriation in this booklet does not apply to this acquisition. If you have any questions, you may contact us at:

|  |  |
| --- | --- |
| Ohio Department of Transportation | |
|  | |
| Choose an item. | |
| Choose an item. | |
| [Insert phone number of District office] | |
| *Signature of contact person - Delete this instruction from final version* |  |
| [Insert typed name and title of contact person] |  |
| [If person is a consultant, Insert - Agent of (name the consulting company)] | |
| [Insert phone number of contact person] | |