(Sample Brochure/Negotiator Letter)

LETTERHEAD OF LOCAL PUBLIC AGENCY

Date

 Project ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Highway Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parcel No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner Name(s)

Address

City, WI Zip

Dear Property Owner:

We will be reconstructing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ during \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Our agents will soon be contacting owners, like you, whose property will be affected. Here is some information to help you prepare for our visit.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will contact you to schedule an appointment. You will be able to discuss the project, and its effect on your property, at that time.

As a property owner, you have the right, under Wisconsin law, to a written appraisal of the property rights to be purchased. However, in cases such as this, where the effect upon the property may be relatively minor, there is an option. The agent may make an offer without a written appraisal. This offer would be calculated by the same method but the process is somewhat quicker.

Should you choose to have a written appraisal, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will prepare one. Another agent will then present you with the offer based upon that appraisal at a later date.

To provide you with information about the public acquisition process, we are sending you a brochure entitled, the “Rights of Landowners Under Wisconsin Eminent Domain Law” (and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). Our survey crew will begin staking the new right of way limits in the near future.

If you prefer to have a representative meet with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, please provide us with their name and a telephone number where we can reach them. You may call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Respectfully,

*(LPA signature)*

LPA Title

Contact information