

### Sample Property Appraisal Invitation

Letter should be sent on Grantee or Attorney letterhead. This packet must be served to the property owner(s) either by certified first-class mail with return receipt requested or hand delivered with a signed receipt.

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DATE:

TO: (Property Owner)  
(Address)

RE: (Project Name)

VIA: (Certified Mail or Hand Delivery)

SUBJECT PROPERTY:

As you are aware, the (GRANTEE) is interested in acquiring (EASEMENT or ACREAGE) from you located at (ADDRESS) and more particularly described in the attached Exhibit A.

Per the Uniform Relocation Act of 1970, as amended, we are required to appraise the property in order to protect your rights as a property owner. The initial appraisal will be performed on (DATE) at approximately (TIME) by (LICENSED APPRAISER). Please notify us of your intentions to attend the appraisal.

If the initial appraisal is over \$10,000, a review appraisal will be performed by (LICENSED APPRAISER 2). Should you have any other questions, please do not hesitate to contact me.

On behalf of the (GRANTEE), I would like to thank you for your cooperation.

Sincerely,

(GRANTEE or ATTORNEY)