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[date]

[name]

[street address]

[city, state, zip]

Dear \_\_\_\_\_\_\_\_\_\_\_\_:

Subject: Lease No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Offer to Sell No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[(ATID) Facility Type, Site/Access Rd etc]

[City/State]

This letter is a summary of the information and options relating to the Federal Aviation Administration's (FAA) [insert Facility type and abbreviation] facility located on your property in [city, state].

The United States of America, acting by and through the Department of Transportation, Federal Aviation Administration (FAA), has a continuing requirement for the facility located on your property. The [insert Facility Type] is part of the National Airspace System (NAS) and provides [briefly describe the functionality of the facility]. This facility has operated at the existing location for over [insert number of years since installation]. Since [insert date of initial negotiation attempt], the Government has attempted to negotiate a succeeding lease with no success. The lease expired on its terms [insert date of expiration] [and continued in force and effect under the holdover clause in the lease since that time].

The FAA obtained the services of a professional real estate appraiser to estimate the fair market value of the land rights required by the Government for the subject facility site. The FAA proposes to acquire in fee a total of [insert number of] acres, consisting of [insert break down of site/easement/access road/etc].

A qualified independent appraiser with many years of experience in evaluating real estate has reviewed the appraisal. The review determined that the reasoning process applied by the appraiser led to an orderly, well-documented conclusion of the market value of the property.

In compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Public Law 91-646, we are advising you of the fair market rental value and fee value that has been established as just compensation for the [insert number of] acres to be acquired. Fair market value has been judicially defined as the price the property would bring in sale between a willing seller and a willing buyer, neither being obligated to act.

We offer the following two options:

* 1. Enter into Lease No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for $\_\_\_\_\_\_\_\_\_\_\_ per year (fair market rental value per appraisal) for a 10-year term. Three copies of said lease are enclosed.
  2. Enter into Offer No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the sale of [insert number of acres] total acres for facility site and non-exclusive access road easement for $\_\_\_\_\_\_\_\_\_\_ at the established just compensation (fair market value per appraisal). Three copies of said contract form are enclosed. Note that the FAA will pay for all closing costs in a land purchase transaction.

We request you and your client review both of the enclosed documents for which the FAA has provided three (3) copies each. We ask that the Lease or Purchase Offer documents be signed and returned to this office at your earliest convenience, but no later than [insert date]. It is our hope you will consider these offers and return the choice of document in the enclosed postage paid envelope.

If both options are rejected, or if I receive no response, the FAA will proceed with the fee acquisition of the property. However, before the FAA is compelled to take the next steps, we would request that you give further consideration to the enclosed Lease or Purchase Offer.

If you have any questions regarding the lease or offer to sell documents, please contact me at [insert phone number] or via email at [[insert email@faa.gov]](mailto:[insert%20email@faa.gov]%20) or [insert name of FAA attorney], Attorney, Office of the Chief Counsel at [insert phone number] or via email at [[insert email@faa.gov]](mailto:[insert%20email@faa.gov]%20)

Sincerely,

[Insert RECO Name]

Real Estate Contracting Officer

Enclosures