

APPENDIX I – WILLING SELLER LETTER (ACQUISITIONS ONLY)

All acquisition packages must include Willing Seller letters **from each person on the title**. The letter must include the following information and be signed and dated by the legal owner(s) of each parcel to be acquired. Include the legal owner's name in print and their title. If the letter is being signed by a representative of the landowner, include separate legal documents (e.g., trust documents) authorizing them to sign for the landowner.

(Template -- Willing Seller Letter)

Date:

To: California Natural Resources Agency
Environmental Enhancement and Mitigation Program

From: Name(s) of Legal Owner (Trust, etc.)
Address of Legal Owner(s)

Re: Parcel number(s):
County:
Property Address:

To Whom It May Concern:

This letter is provided to confirm that (name of owner, trust, etc.), owner of the above-referenced property, is a willing participant in the proposed real property transaction. Should grant funds be awarded to the grant applicant, (name of grant applicant), then (name of owner, trust, etc.), as Seller, is willing to enter into negotiations for the sale of the real property for a purchase price at or below fair market value.

Acknowledged:

Printed name and title
Signature of landowner

Date signed