

SAMPLE ACCESS AGREEMENT TRANSMITTAL LETTER

(Landowner name and address)

(Date)

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Re: *Request for Entry on* _____
Street Address

Assessor's Parcel Number

Dear -:

Thank you for your recent inquiry requesting access to our property as identified above.

It is our desire to cooperate reasonably with your request for access, but it will be necessary for you to do the following:

1. Complete as necessary both copies of the enclosed Access Agreement , sign both, and return to us at the above address;
2. Enclose your payment in the sum of \$500.00; and
3. Provide proof of insurance as required by the agreement.

Upon receipt of the foregoing items and of payment, we will negotiate your check, and upon it clearing the bank, we will sign and return one of the copies to you, at which time the the 60 day period referenced in the agreement will commence,. You will thereafter be free to contact us to arrange for access to our property, within the terms and conditions as set forth in the enclosed agreement.

Under no circumstances are you authorized to enter onto our property without our prior express permission as required by this letter and enclosed agreement.

We look forward to hearing from you.

Very truly yours,

Signature of Landowner

(name of Landowner)