

Sample

Mark-to-Market Notice of Intent to Sell

Form 3.1

 (Date)

Project Name: _____
FHA Number: _____
Section 8 Expiration Date: _____
REMS I.D. #: _____

To: All Residents of
 (Project name)
 (Project address)

From: ***(Present Owner)***
 (Project name)
 (Project address)

Subject: Notice of owner's intent to sell ***(Name of Project)***.

This notice is to inform you that we are offering for sale the property known as ***(Project name)*** at ***(Project address)***.

This sale is a (check one)

- voluntary sale under the Mark-to-Market Program, and any bona fide offer to purchase the property can be immediately considered.
- mandatory sale under the Mark-to-Market Program, and the owner or PAE can accept purchase offers only from priority purchaser groups (organizations representing project tenants, tenant-endorsed community-based nonprofit organizations, and tenant-endorsed public agency purchasers) for the four months from ***(date of Notice to Potential Purchasers)*** to ***(ending date of the 4 month priority purchase period)***. At the end of this period, any bona fide offer to purchase the property can be considered.

The proposed sale should not in and of itself affect the terms of your tenancy. Please call the ***(PAE contact person for the property)*** at ***(office phone number)*** if you have any questions regarding this sale.

This notice must be posted in each building of the property and in the property's management office.