



OWNER'S NOTICE OF INTENT TO TRANSFER  
(Inclusionary Housing Program)

To: City of Walnut Creek ("City")

From: \_\_\_\_\_ [Insert name(s) of Owner] ("Owner(s)")

Address of Home: \_\_\_\_\_ ("Home")

Date: \_\_\_\_\_

Please be notified pursuant to Section 7 of the Resale Agreement and Option to Purchase between Owner and City dated \_\_\_\_\_, that the Owner intends to transfer the Property listed above.

A. The following information is provided to the City pursuant to Section 7 of the Resale Agreement:

1. Address of Home: \_\_\_\_\_
2. Date Owner purchased Home: \_\_\_\_\_
3. Purchase Price paid by Owner when Home was purchased: \_\_\_\_\_
4. Date Owner intends to vacate Home: \_\_\_\_\_
5. Date Home will be placed on market: \_\_\_\_\_
6. Name and phone number of person for City to contact to schedule inspection:  
 \_\_\_\_\_  
 (name) (phone number)  
 \_\_\_\_\_  
 (email)

B. As required by Section 7 of the Resale Agreement, the following documents are attached to this Notice:

1. Copy of HUD-1 Settlement Statement from Owner's purchase of the Home
2. If Owner has made Eligible Capital Improvements to the Home that Owner wishes to include in the City's calculation of Indexed Price, check box below

Yes, I have made Eligible Capital Improvements pursuant to Section 11 of the Resale Agreement. They are \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **[describe improvements]**

and were completed on \_\_\_\_\_ **[insert date]**. I attach the following documents to this letter:

- a. copy of City letter granting prior approval of these improvements;
- b. evidence of cost of these improvements;
- c. appraisal showing value added to Home by the improvements.

C. I have not yet listed the Home for sale with a multiple listing service, or contacted a real estate broker or financial institution. I agree to prepare the Home for sale by:

- 1. obtaining a pest control report within thirty (30) days of the date of this notice,
- 2. repairing all damage noted in the pest report within the sooner of: (i) sixty (60) days from the date of this notice, or (ii) two (2) weeks prior to close of escrow or the transfer of the Home,
- 3. allowing the City or its designee to inspect the Home within thirty (30) days of this notice,
- 4. maintaining utility connections until the Home is transferred,
- 5. requesting a list from the City, if available, of persons or households interested in participating in the Inclusionary Housing Program,
- 5. permitting a walk through by the City prior to close of escrow or the transfer.

This Owner's Notice of Intent to Transfer is certified by Owner to be true and correct and is signed on \_\_\_\_\_ **[Insert date]** under penalty of perjury.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Owner