

IZ Unit Sale Notification Form for CD Office

(This form should be submitted to the CD Office at least 30 days before a closing, but preferably as soon as a developer has the necessary information.)

Date Offer To Purchase Received

Buyer's Name(s) including middle initials

IZ Property Address

Buyer's Contact Information: Include current address and phone number for the buyer(s)

LENDER CONTACT

Lender _____

Lender Contact Person _____

Telephone _____

Fax _____

Address _____

CLOSING CONTACT

Loan Closing Agent _____

Estimated Closing Date _____

Telephone _____

Fax _____

Address _____

INFORMATION TO BE SUBMITTED TO THE CITY:

- Current Fair Market Value Appraisal Report for the Unit – Can come from the lender
- Copy of the Accepted Offer to purchase, showing IZ set price as the sale price of the unit
- Verification that Buyer meets the Current IZ Income Limits (submit a copy of the Inclusionary Zoning Unit Purchase Income Qualification Form and a copy of the signed Income Certification Form from the buyers)
- Legal Description for the property including the parcel number of the property