



# NOTICE OF SALE

After the purchase of an Affordable Housing Building, the new owner shall notify the Director of the Department of Safety and Inspections of the sale by filling out and submitting this form in accordance with **Chapter 193, Section 193.08 – Notice of Sale.**

## NEW OWNER INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
DBA if applicable: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## BUSINESS DETAIL

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## TENANT PROTECTION PERIOD

Tenant Protection Period Begins: \_\_\_\_\_ Tenant Protection Period Ends: \_\_\_\_\_

Will the new owner increase rent **during** the Tenant Protection Period?

Yes  No Amount: \_\_\_\_\_ Effective date: \_\_\_\_\_

Will the new owner re-screen current tenants **during** the Tenant Protection Period?

Yes  No  Attach a copy of the Screening Criteria

Will the new owner terminate or non-renew the lease without cause **during** the Tenant Protection Period?

Yes  No  Attach the notice to vacate

Will the new owner take any of the following actions on the **day immediately following the end** of the Tenant Protection Period?

Increase rent?  Yes  No

Rescreen current tenants?  Yes  No

Terminate or non-renew a tenancy without cause?  Yes  No

## ATTESTATION

I have provided written Notice of Sale to all residents of an Affordable Housing Dwelling Unit, as required by Section 193.08  Yes  No

## SUBMISSION INSTRUCTIONS

This form can be completed online at [StPaul.gov/SAFE](http://StPaul.gov/SAFE)

- 1 Attachments:** The Notice of Sale to Tenants shall be delivered at the same time the notice is delivered to the City, no later than 30 days after the Transfer of Ownership occurs. **Please include all notices provided to residents of an Affordable Housing Dwelling Unit with the submission of this form.**
- 2** If submitting by mail, please address to the Director of the Department of Safety and Inspections:  
**Ricardo X. Cervantes  
ATTN: Notice of Sale  
375 Jackson Street Suite 220  
Saint Paul, MN 55101**
- 3** If hand delivering, please deliver to the Director of the Department of Safety and Inspections:  
**Ricardo X. Cervantes  
ATTN: Notice of Sale  
375 Jackson Street Suite 220  
Saint Paul, MN 55101**