



# NOTICE OF PROPOSED SALE

Any owner or representative of the owner who intends to make Available for Sale any Affordable Housing Building shall notify the Director of the Department of Planning and Economic Development by filling out and submitting this form in accordance with **Chapter 193, Section 193.06 – Notice of Proposed Sale.**

Date of Notice

## CURRENT OWNER INFORMATION

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

Address: \_\_\_\_\_

DBA if applicable: \_\_\_\_\_

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

## BUSINESS DETAIL

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

Address: \_\_\_\_\_

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

## AFFORDABLE HOUSING BUILDING INFORMATION

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Is the building owner-occupied?  Yes  No

Earliest date building will be made available for sale: \_\_\_\_\_

Affordable Housing Building Information:

80% AMI Maximum\* Rent Limits, 2020

Efficiency .....	\$1,448
1 BR.....	\$1,552
2 BR .....	\$1,862
3 BR .....	\$2,151
4 BR .....	\$2,400
5 BR .....	\$2,648
6 BR .....	\$2,895

\*80% rent limits are published annually by the Metropolitan Council and the US Department of Housing and Urban Development and can change each year.

Total number of dwelling units at property:

Total number of Affordable Housing Dwelling Units at property:

*\*Units rented for less than 80% of Area Median Income (AMI) rent limits are considered affordable*

**LIST OF AFFORDABLE UNITS**

Unit Type (ex. Efficiency, 1 br, 2br, etc.)	Number of units per type	Rent at or below the 80% AMI rent limit
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

**ATTESTATION**

I have provided written Notice of Proposed Sale to all residents of an Affordable Housing Dwelling Unit, as required by Section 193.06  Yes  No

**SUBMISSION INSTRUCTIONS**

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

**1 Attachments:** The Notice of Proposed Sale to Tenants shall be delivered at the same time the notice is delivered to the City, no later than 90 days prior to the earliest date building made available for sale. 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 Planning and Economic Development:  
  
**Nicolle Goodman**  
**ATTN: Advance Notice**  
**25 W 4th Street Suite 1300**  
**Saint Paul, MN 55102**

**3** If hand delivering, please deliver to the Director of the Department of Planning and Economic Development:  
  
**Nicolle Goodman**  
**ATTN: Advance Notice**  
**25 W 4th Street Suite 1300**  
**Saint Paul, MN 55102**