



**CITY OF SANTA CRUZ  
MEASURE O  
AFFORDABLE HOUSING PROGRAM**



**NOTICE OF MEASURE OF UNIT AVAILABLE FOR SALE**

Economic Development  
Housing and Community Development  
337 Locust St.  
Santa Cruz, CA 95060

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

In accordance with Resolution No. NS-15,753 this is to notify the City that the undersigned intends to sell the inclusionary unit identified below.

<b>Name of Seller or Seller's Agent:</b>	
<b>Mailing Address:</b>	
<b>Phone:</b> <b>Email:</b>	
<b>Unit Address:</b>	
<b>Assessor's Parcel Number:</b>	
<b>No. of Bedrooms:</b>	
<b>Monthly Homeowners Association Dues:</b>	
<b>Capital Improvements:</b> <i>(see Note 1 below)</i>	To be calculated by City staff. See Note 1 below.
<b>Closing costs (including buyer's title insurance) incurred by owner at time of original purchase.</b> <i>(see Note 2 below)</i>	To be calculated by City staff. See Note 2 below.
<p>Note 1: If you have made any capital improvements to your home, attach clear, legible copies of receipts, paid invoices or canceled checks for each improvement with the date and cost of each improvement. Types of improvements that may be eligible are based on the IRS Standards in Publication 523 <a href="http://www.irs.gov/publications/p523/ar02.html#d0e1525">http://www.irs.gov/publications/p523/ar02.html#d0e1525</a>. Note that general repairs and maintenance are not eligible expenses. If repairs are part of an extensive remodel or restoration, then the expenses may be eligible. No allowance for capital improvements can be made if requested information is not submitted.</p>	
<p>Note 2: Attach copy of your final closing statement. No allowance for closing costs can be made if a closing statement is not submitted.</p>	
<p>I understand that the maximum resale value is calculated by City staff when this form is submitted and is a calculation only. I understand that I must confirm in writing that I wish to move forward with the sale of my unit. If I do not move forward and list the unit for sale with the City the maximum resale value is <b>not</b> locked in. Any future maximum resale value inquiries will be calculated with the available interest, incomes etc. at the time of request.</p>	

I understand that by requesting to pull my unit from the List of Available Measure O Units For Sale I agree to the following:

- I (the owner) no longer want to have my unit available for sale. I want to retain ownership of the above unit. I will meet the conditions of owner occupancy as required by my Declaration of Restrictions.
- I will no longer have an active sale on the List of Available Measure O Units For Purchase and the maximum resale value I received from the City of Santa Cruz with the Authorization to Sell is no longer active.
- I understand that I must request a new calculation and submit a new Notice of Unit Available For Sale Form for all future sales requests. Any future maximum resale value will be calculated using current data at the time of the request.

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Signature of Seller or Seller's Agent