



NOTICE OF INTENT TO SELL FORM

This form may be used as an alternative to an Intent to Sell Letter

Today's Date: ___ / ___ /20 ___

When you are ready to sell your property, please complete form and mail to :

My property is located at: _____, Unit _____

Boston Planning & Development Agency
Attn: Housing Department
1 City Hall Square, 9th Floor
Boston, MA 02201

To Whom It May Concern:
Check off all that are applicable

I am hereby notifying the BRA of my intent to sell the above property.

PART I

I intend to sell the property myself.

OR

I intend to use the services of a real estate agent to sell my property.
-Provide a signed listing agreement including agent commission of no greater than 4%.

Select one

- I would like my resale package to be sent to me at the above address.
- I would like my resale package to be sent to my real estate agent directly.

PART II

I have not made any capital improvements to my property.

OR

I have made capital improvements to my property.
-Provide a list of capital improvements along with copies of paid receipts.

My anticipated sale date is: ___ / ___ /20 ___

Sincerely,

Owner's Signature(s)

Owner's Name (Please Print): _____ Owner's Phone: (____) _____