



SAN DIEGO
HOUSING
COMMISSION

**SAMPLE LETTER OF INTEREST TO ACQUIRE ASSISTED HOUSING
DEVELOPMENT**

Pursuant to Municipal Code Section 98.1005

(use Qualified Entity's letterhead)

Date _____

Name of Owner or Agent _____

Address of Owner or Agent _____

Reference: **NOTICE OF INTEREST TO ACQUIRE ASSISTED HOUSING
DEVELOPMENT**

Dear _____ (*insert name of owner or agent*):

The purpose of this letter is to formally express our interest as a Qualified Entity in acquiring _____ (*insert property name*), an assisted housing development located at _____ (*insert property address*), as described in your Notice of Intent to Sell issued pursuant to San Diego Municipal Code Section 98.1005.

Our organization meets the criteria of a Qualified Entity as defined under San Diego Municipal Code Section 98.1003. Below are the required details:

Entity Name: _____

Contact information:

(Authorized Representative name and Title)

(Qualified Entity Address)

(Qualified Entity Phone Number)

(Qualified Entity Email Address)



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The undersigned certified that _____ (name of Qualified Entity) is a Qualified Entity as defined under San Diego Municipal Code Section 98.1003, because it is a _____ and is included on the most recently published list of Qualified Entities maintained by the California Department of Housing and Community Development.

We express our intent to potentially acquire the property to preserve its affordability.

(Select one of the two options below by checking the appropriate box.)

☐ We **request** the following property information, as outlined in San Diego Municipal Code Section 98.1005, to assist us in preparing a bona fide offer to purchase:

- Itemized lists of monthly operating expenses for the property.
- Capital improvements made within the two preceding calendar years.
- The amount of project reserves.
- Copies of the two most recent financial and physical inspection reports, if any, filed with federal, state, or local agencies.
- The most recent rent roll, listing the rent paid for each unit and the amounts of any subsidy provided by governmental agencies.
- The vacancy rates at the property for each of the past two calendar years.
- Terms of assumable financing and any subsidy contracts, if any.

☐ We **do not request** additional property information at this time.

If property information is requested, we respectfully ask that it be provided within 15 days of receipt of this letter, as required under Section 98.1005 of the Municipal Code.

Upon receipt of the requested information, or in its absence, we will proceed to prepare and submit a bona fide offer to purchase the property.

Sincerely,

(Authorized Representative name and Title)

(Qualified Entity Name)

(Qualified Entity Address)

(Qualified Entity Phone Number)

(Qualified Entity Email Address)

Note: This is a SAMPLE template for use by Qualified Entities in responding to a Notice of Intent to Sell, pursuant to San Diego Municipal Code Section 98.1005.