

SAMPLE OFFER TO PURCHASE ASSISTED HOUSING DEVELOPMENT
Pursuant to San Diego Municipal Code Section 98.1006

(use Qualified Entity's letterhead)

Date _____

Name of Owner or Agent _____

Address of Owner or Agent _____

Reference: **Offer to Purchase Assisted Housing Development**

Dear _____ (*Owner or Agent name*):

The purpose of this letter is to submit a bona fide non-binding offer to purchase pursuant to San Diego Municipal Code Section 98.1006, _____ (*insert property name*), located at _____ (*insert property address*), as described in your Notice of Intent to Sell.

_____ (*Qualified Entity Name*) certifies that it meets the definition of a Qualified Entity as provided in San Diego Municipal Code Section 98.1003.

_____ (*Qualified Entity Name*) is included on the most recently published list of Qualified Entities maintained by the California Department of Housing and Community Development and satisfies the criteria for eligibility under the Municipal Code.

Our organization is a _____ (specify type of organization, e.g., nonprofit organization, public agency, tenant association, profit-motivated organization, or individual). The following individuals are officers, directors, or principal investors in the organization:

(*Insert names and titles*)

We submit the following terms for the purchase of the property:

- **Purchase Price:** _____ (*Insert purchase price, reflecting the agreed or proposed value*).
- **Proposed Financing:** _____ (*Describe the proposed methods and terms of financing, including any plans to assume existing loans or subsidies, as applicable*).
- **Affordability Commitment:** _____ (*Describe the financing mechanisms and commitments to maintain the property's affordability for very low-, low-, and moderate-income households*).
- **Additional Terms:** _____ (*List any proposed conditions or terms, such as intended use of the property, planned improvements, or contingencies*).

This offer is submitted in compliance with the requirements for a bona fide offer to purchase, as outlined in San Diego Municipal Code Section 98.1006.

We look forward to your response to this offer and to collaborating on the preservation of affordability at _____ (*insert property name*).

Sincerely,

_____ (*Authorized Representative's Name*)

_____ (*Authorized Representative's Title*)

_____ (*Qualified Entity Name*)

_____ (*Qualified Entity Address*)

_____ (*Qualified Entity Phone Number*)

_____ (*Qualified Entity Email*)

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 98.1006.