



SAN DIEGO  
HOUSING  
COMMISSION

**SAMPLE RIGHT OF FIRST REFUSAL NOTICE**  
**Pursuant to San Diego Municipal Code Section 98.1007**

(use owner's business letterhead)

Date \_\_\_\_\_

Name of Qualified Entity \_\_\_\_\_

Address of Qualified Entity \_\_\_\_\_

Reference: **Right of First Refusal Notice to Acquire Assisted Housing Development**

Dear Qualified Entity \_\_\_\_\_ :

This notice is provided pursuant to San Diego Municipal Code Section 98.1007 regarding the Right of First Refusal to acquire \_\_\_\_\_ (*insert property name*), located at \_\_\_\_\_ (*insert property address*).

The owner of the property, \_\_\_\_\_ (*insert owner name*), intends to accept an offer to purchase from a third party.

The owner intends to accept the third-party offer under the following terms and conditions:

- **Purchase Price:** \_\_\_\_\_ (*Insert purchase price*)
- **Financing Terms:** \_\_\_\_\_ (*Insert financing terms*)
- **Other Conditions:** \_\_\_\_\_ (*Insert other relevant terms and conditions*)

Qualified entities have seven (7) days from the date of this notice to submit a counteroffer to purchase the property on substantially the same terms and conditions as the third-party offer.

Counteroffers must be submitted in writing to the owner at the following address:

\_\_\_\_\_ (*insert owner or agent name*)

\_\_\_\_\_

\_\_\_\_\_ (*insert mailing address*)

\_\_\_\_\_ (*insert email address*)



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Sincerely,

\_\_\_\_\_ (*Owner or Agent Name*)

\_\_\_\_\_ (*Owner or Agent Title*)

\_\_\_\_\_ (*Owner or Agent Contact Information*)

**Note: This is a SAMPLE template for use by owners in providing Right of First Refusal notices to Qualified Entities, pursuant to San Diego Municipal Code Section 98.1007**