



**City of Huntington Beach
 Neighborhood Enhancement
 2000 Main Street, 5th Floor
 Huntington Beach, California 92648
 (714) 536-5470**

**REQUEST FOR MAXIMUM AFFORDABLE SALES PRICE
 INCLUSIONARY HOUSING PROGRAM**

Homeowners are entitled to one complimentary Affordable Sales Price Calculation per calendar year, no more frequently than once every three months. The price given will be valid for three months and will not be recalculated within this time. Should the price expire, and the homeowner wish to submit a new request, the City will charge a \$50 application fee. Completed applications (and fee payment, if applicable) should be submitted to the Neighborhood Enhancement Division. The property owner(s) and the owner's Realtor will receive a written response within 10 business days.

Owner(s) Name	Name of Neighborhood / Affordability Level (circle one) Ash St. Condos (Median Income) Brisas del Mar (Low Income / Moderate Income) Cape Ann (Moderate Income) Greystone Keys (Moderate Income) Pacific Park Villas (Low Income / Moderate Income) Promenade (Moderate Income) Tides (Moderate Income) Other _____
Owner's Daytime Phone Number & Email Address	
Property Address	
Number of Bedrooms	Mailing Address, If Different
Date of anticipated sale	Name/Address/Phone of Management Company
The City maintains a list of affordable homes for sale in print and on the web. Would you like your property added to this list? Yes / No	Total Amount of Homeowner Association Dues
Name of Real Estate Agent	Real Estate Agent's phone & FAX numbers
Real Estate Agent's Company Name & Address	Real Estate Agent's Email

CERTIFICATION: I/We certify that the information provided in this sales price determination request is true and correct as of the date set forth opposite my/our signature(s) on this request and acknowledge my/our understanding that any intentional or negligent misrepresentation(s) of the information contained in this request may result in civil liability and/or criminal penalties including, but not limited to fine or imprisonment or both and liability for monetary damages to the City, its agents, insurers, and any other person who may suffer any loss due to reliance upon any misrepresentation which I/we have made on this request.

Homeowner Signature	Date	Co-Owner Signature	Date
X		X	

For City Use Only

MAXIMUM SALES PRICE: _____

THIS PRICE WILL BE VALID UNTIL (90 DAYS FROM REQUEST): _____

PREPARED BY: _____ **DATE** _____

AFFORDABLE HOUSING RESALE INSTRUCTIONS

1	Obtain the maximum affordable sales price for your home from the City by submitting to the Neighborhood Enhancement Division a Request for Maximum Affordable Sales Price. The price formula and sample calculations can be viewed at www.huntingtonbeachca.gov . Be sure to indicate on your application if you would like your property added to the City's list of affordable homes for sale. Please note that this price will be valid for three months and cannot be recalculated during this period. If the price expires and the home is not sold, you must submit a new request to obtain the current maximum affordable sales price for your home, together with the City's \$50 application fee.
2	Detailed information about the Inclusionary Housing Program, including current income limits and eligibility requirements, can be found at https://www.huntingtonbeachca.gov/business/economic-development/housing/inclusionary_housing.cfm
3	Select a buyer you believe meets the Inclusionary Housing Program eligibility requirements.
4	Execute a Residential Purchase Agreement with one buyer. Make sure the purchase amount does not exceed your home's maximum Affordable Sales Price. The Purchase Agreement should include a clause that requires the purchaser to obtain City approval; permanent fixtures in the property may not be excluded from the sale; escrow, title, commissions, and other costs must be paid by the party that normally pays such costs; and any agreements separate from the Purchase Agreement (for the sale of personal property, for example) are prohibited. However, homebuyers may purchase durable goods from the seller at a cost of no more than \$500.
5	Execute a Real Estate Transfer Disclosure Statement with the following language: <p style="margin-left: 40px;">The Subject Property is an affordable housing unit in the City of Huntington Beach's Inclusionary Housing Program. The City of Huntington Beach has established a Maximum Price for this unit, and the Purchase Price in the Residential Purchase Agreement, does not exceed this amount. All consideration for the purchase of the Subject Property has been fully disclosed and described in the Residential Purchase Agreement, which will be submitted to the City of Huntington Beach for approval. Buyer and Seller acknowledge that there may be no agreement separate from the Residential Purchase Agreement between Buyer and Seller or any other parties related in any manner to the purchase of the Subject Property, which would include payment for personal property, upgrades to the Subject Property, gifts, or other arrangements that might circumvent the Maximum Price established by the City.</p>
6	Instruct the buyer to submit to the Neighborhood Enhancement Division a completed Homebuyer Application with all required attachments. Applications are available at https://www.huntingtonbeachca.gov/business/economic-development/housing/home_ownership.cfm . The City will accept only one application at a time per unit, and the application must include a Residential Purchase Agreement signed by both the Buyer and Seller.
7	Homebuyer Applications will be reviewed by the City within 10 business days.
8	If the City requires additional information or documentation from the applicant, notices will be faxed or emailed to the Buyer's and Seller's Realtors.
9	Upon City approval of the Buyer, a Conditional Notice of Approval will be mailed and emailed to the Buyer and Seller, and a copy will be sent to the Buyer's and Seller's Realtors. This Conditional Notice of Approval will include instructions to the escrow company.
10	Upon receipt of information and documents from escrow, the City will prepare additional documents for the Buyer and Seller to sign in escrow.