# SUBRECIPIENT’S LETTER TO SELLLER REQUESTING TENANT DISCLOSURE

**Date**

**Owner(s)**

**Owner(s) Address**

RE: **City/County of Anytown** (**CDBG Project Number**) – Downpayment Assistance for **Property Address**

As Owner/Seller of the above referenced property, you recently entered into a written purchase agreement with the Buyer(s), **Buyer(s) name(s)**. **Buyer(s) Name(s)** recently applied through our office for down payment assistance and closing costs through the **City/County’s** CDBG down payment assistance program.

Prior to closing for the purchase of your property, federal program regulations stipulate that the **City/County** notifies the Seller of certain acquisition requirements pertaining to the purchase of your property. They are as follows:

* Your property is being purchased with federal assistance.
* The property will not be acquired by eminent domain, which makes this a voluntary transaction.
* Because it is a voluntary acquisition, you will not be eligible to be offered relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended.
* You will be offered the appraised value for your property.
* You, as the seller, must disclose to the **City/County** any tenants residing at your property.

Please complete and return the enclosed “Owner/Seller Disclosure Verification” form on or before the date of the closing. If we do not receive this form prior to your scheduled closing, the **City/County** will not be able to provide the buyer with financial assistance through our office to purchase your property.

Feel free to call this office at **Phone Number** if you have any questions. Thank you for your cooperation.

Sincerely,

**Name, Mayor/Presiding Commissioner**

Enclosure: Seller’s Tenant Disclosure Verification Form

# SELLER’S DISCLOSURE – VERIFICATION OF TENANTS OR NO TENANTS

Attention: Owner’s Disclosure of Tenants or No Tenants at Subject Property

RE: For-Sale Property: **Property Address**

Please check one of the following boxes, sign, date, and return to our office:

The above referenced property is not currently rented to or occupied by a tenant.

The above referenced property is currently rented and occupied by:

Tenant’s Name:

Address:

Phone:

Date Seller: **Seller Name**

Date Joint Seller (if applicable): **Joint Seller Name**