



## Affordable Home Ownership Program Guidelines for Sellers

### Steps to Selling Your Home

#### ➤ **STEP ONE: NOTIFY THE CITY OF DAVIS**

When you are ready to sell your home, email [affordablehousing@cityofdavis.org](mailto:affordablehousing@cityofdavis.org) and ask for the **Notice of Intent to Sell form**. Complete this form, allowing at least 14 days before you plan to put your home on the market. SCAN and email or mail the form back to the City of Davis. Return the form by email as a PDF (JPEGs not accepted) or mail the form to:

City of Davis  
23 Russell Blvd  
Davis, CA 95616  
Attn: Affordable Housing Manager

#### ➤ **STEP TWO: CONDUCT REQUIRED INSPECTIONS AND REPAIRS**

The City of Davis requires that all homes for sale complete a Resale Inspection. For more information about the [City's Resale Inspection](#) contact the Building Department at (530) 757-5610.

#### ➤ **STEP THREE: DETERMINE THE SALES PRICE**

The Affordable Housing Unit will **calculate the maximum allowable sales price** for your home and provide this information on an Offer Notice. Pursuant to City of Davis guidelines, we calculate the maximum allowable sales price as of a date 90 days from the date we receive your Notice of Intent to Sell. If you decide to sell your home for less than the maximum allowable sales price you must include this information on the Offer Notice. You will have five days to sign and return the Offer Notice to the City of Davis. Upon receipt of the Offer Notice, the City of Davis will begin notifying potential buyers from the Waitlist that your home is available for purchase.

#### ➤ **STEP FOUR: CITY OF DAVIS STAFF WILL NOTIFY POTENTIAL BUYERS FROM WAITLIST**

City of Davis staff will reach out to potential buyers on the Affordable Home Ownership Waitlist to determine their interest in purchasing your home. Those interested in viewing your home will schedule an appointment with you or your realtor (whomever you specified on the Offer Notice) to see the home within 3-business days. You will only be showing your property to those on the Waitlist for the first 60-business days. If the City of Davis fails to find an eligible buyer within the first 60-business days then the seller can find their own buyer. If new potential buyers are added to the Waitlist during this time, they will be notified that your home is for sale and may schedule a time to view the property. After the First Right of Refusal (60-business days) the home cannot be sold for more than the

maximum sales price calculated and all other deed restrictions apply. The only change is that the buyer will not need to income or asset qualify to purchase the home

Attempts to subvert the First Right of Refusal in order to sell to someone other than a potential buyer sent by the City of Davis may result in a Fair Housing investigation.

➤ **STEP FIVE: SHOW YOUR HOME AND SIGNING THE FULLY EXECUTED CONTRACT**

Potential buyers from the City of Davis Waitlist will have 3-business days to look at the property AND let the City of Davis know if they are interested in purchasing the home. Those interested in purchasing will then proceed through the income and asset qualification process with the City of Davis. **No offers should be made by potential buyers nor accepted by the seller until the household is income and asset qualified by the City of Davis to make said offer.**

Potential buyers have 3-business days after viewing the home to send the City of Davis all the required documents to income and asset qualify. If the City of Davis does not receive this information within this timeframe, we will notify others on the Waitlist that they can view the property.

As soon as we have a person or persons interested in the property who can income and asset qualify, the City of Davis will notify the seller of these individuals. The seller will then choose the buyer, if there is more than one, who has qualified to purchase the home, within 72 business hours. **In order to keep the process moving, the fully executed contract needs to be signed within 72 business hours of the City informing the seller of the eligible buyer(s). The fully executed contract will be sent by the seller's agent to the City of Davis the day it is signed.**

➤ **STEP SIX: SIGN THE PAPERWORK REQUIRED AT ESCROW**

The buyer and seller must close escrow within 90 days from the Offer Notice being received by the City of Davis.

The amount of any commission you pay to your agent will be in addition to the 1% fee payable to the City of Davis for certification of the buyer as eligible. This fee is to be paid by the seller. Buyers are not to be burdened with fees typically paid for by the seller. Until recently, this has included paying the buyer's realtor's commission. This will remain the same so as not to overly burden buyers trying to obtain an affordable home.

Anyone wishing to close escrow in less than 30 days must first discuss this with the Affordable Housing Manager to determine whether this is possible.

**Direct all questions to:**  
[affordablehousing@cityofdavis.org](mailto:affordablehousing@cityofdavis.org)