



Kelly A. Cimino, Director

FAX 410-313-5960

## Notice of Execution of Bona Fide Contract of Sale

**Instructions:** Complete and submit this Notice to [info@househoward.org](mailto:info@househoward.org) and [housing@howardcountymd.gov](mailto:housing@howardcountymd.gov) and send by first class mail to the two offices below. This Notice will not be deemed complete unless it includes a list of the names and addresses of each tenant of the Property.

Howard County Housing Commission  
Attn: Executive Director  
9770 Patuxent Woods Drive  
Suite 100  
Columbia, MD 21046

Howard County Department of Housing  
and Community Development  
Attn: Compliance Officer  
9820 Patuxent Woods Drive - Suite 224  
Columbia, MD 21046

The party executing below hereby gives notice pursuant to Howard County Code Section 13.1402(b) to the Howard County Department of Housing and Community Development and the Howard County Housing Commission that it has executed a bona fide contract of sale for the property set forth below.

**Name and Address of Property:**

\_\_\_\_\_  
\_\_\_\_\_

**Name, Phone and E-mail of Property Owner:**

\_\_\_\_\_  
\_\_\_\_\_

**Name, Phone, and E-mail of Broker or Sales Agent:**

\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, certify that I am duly authorized to submit this Notice on behalf of the Property Owner.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

## Offer to Purchase

Pursuant to Howard County Code Section 13.1403, the seller of any multifamily property of 5 or more units is required to offer the property to the Howard County Department of Housing and Community Development (the "Department") and the Howard County Housing Commission (the "Commission") after executing a bona fide sales contract, for substantially the same terms.

On \_\_\_\_\_ [date], \_\_\_\_\_ (the "Seller") executed a contract of sale for the property located at \_\_\_\_\_, and known as \_\_\_\_\_ (the "Property"), with \_\_\_\_\_ (the "Contract").

The Seller hereby offers to sell the Property to the Department and the Commission for the price of \$\_\_\_\_\_, which is equal to the price in the Contract, a copy of which is attached hereto. This Offer is not valid without a copy of the Contract.

The Department and the Commission each have 45 days from the date of the receipt of this offer to accept this Offer, and 180 days from the date of receipt of this Offer to close on the purchase of the Property, both of which times may be amended with the consent of the Seller, and the Department or the Commission, as appropriate.

By: \_\_\_\_\_ {Seller)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

The Offer is hereby [accepted/rejected]. The Offer was received on \_\_\_\_\_ [date].

[The Howard County Department of Housing and Community Development/  
The Howard County Housing Commission]

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_