

Table of Contents

SINGLE-FAMILY ACTIVITIES	2
Seller and Buyer Rights and Responsibilities.....	2
Environmental Review (“ER”).....	3
Voluntary Sales Disclosures.....	4
Estimated Market Value	5
Uniform Relocation Assistance.....	6
MULTI-FAMILY RENTAL ACTIVITIES	7
Environmental Review (“ER”).....	7
Voluntary Sale Disclosures	8
Uniform Relocation.....	9
URA SAMPLE TENANT DISCLOSURE FORMS	11
EXISTING TENANT REPORT	11
GENERAL INFORMATION NOTICE (GIN).....	12
Tenant – THIS IS NOT A MOVE-OUT NOTICE.....	12
NOTICE TO NEW TENANT	13
MOVE-OUT VERIFICATION NOTICE	14
SAMPLE ELIGIBILITY FOR RELOCATION ASSISTANCE LETTER.....	15
SAMPLE NOTICE OF NON-DISPLACEMENT LETTER	16
SAMPLE NOTICE TO TEMPORARILY VACATE LETTER.....	17

SINGLE-FAMILY ACTIVITIES

! Instructions The following information must be disclosed to the property owner (Seller) before or at the time, the initial purchase offer is made. Failure to do so may jeopardize the use of the Federal funds.

Buyer and Seller(s)/Agent – Buyer and Seller are required to sign and date the *Voluntary Sale Disclosures* document (below) prior to, or at the same time the purchase agreement is signed.

If a third party, i.e. agent is representing the Buyer, agent should be properly advised of Federal requirements, their importance, and the potential consequences if not followed.

Seller and Buyer Rights and Responsibilities

When Federal funds may be used to acquire, construct, or rehabilitate this property, the Federal Highway Administration's Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally assisted Program (URA)(49 CFR 24.101(b)(i-iv)) and HUD's Environmental Review requirements (24 CFR Part 58) will apply.

Seller Name: John Doe

Seller Name: John Doe

Buyer Name(s):

is interested in acquiring the property located at (address):

Buyer and Seller must initial, sign and date prior to, or at the time the purchase contract is signed

Environmental Review (“ER”)

Idaho Housing and Finance Association is the Responsible Entity for Idaho's HUD-CPD affordable housing development programs. IHFA will complete the necessary environmental review process. Costs associated with the environmental review are solely the responsibility of IHFA.

A Purchase Option Agreement or Conditional Contract (RE-21 Real Estate Purchase and Sale Agreement) **must** include the 3 following ER limiting conditions language. This requirement can be met by one of the following:

- 1) Include the 3 ER disclosures below in the agreement/contract; OR
- 2) Legally attach this disclosure form to the agreement/contract by adding the Agreement ID number to this form, and checking the Buyer Exhibits Attached box on the contract/agreement. This exhibit must be referenced as an attachment in the contract wherever appropriate; OR
- 3) Legally add the verbiage contained in this disclosure form to the agreement/contract as an addendum (RE-11). Reference the addendum by checking the “Buyer Addendum’s Attached” box in the contract and where appropriate.

IHFA cannot accept a purchase option agreement or conditional contract without the ER disclosure language in the agreement/contract. This form is in addition to executing all VSD, URA, Market Value, and ER disclosures.

	<p>1 If Federal funds are used to purchase the property, it will be subject to the Environmental Review process, in accordance with 24 CFR Part 58. Notwithstanding any other condition in the contract, the Buyer has no obligation to purchase the property; No transfer of title or removal of environmental conditions can occur unless and until IHFA provides written notification that the appropriate level of environmental review is complete and clearance issued, pursuant 24 CFR Part 58. IHFA will use its best efforts to conclude the “ER” review and clearance process expeditiously.</p>
	<p>2 All conditions must be met before the obligation to purchase and sell be-</p>

Seller's Signature

Date

Seller's Signature

Date

Buyer's Signature

Date

! Instructions-Buyer and Seller must initial, sign and date prior to, or at the time the purchase contract is signed.

Voluntary Sales Disclosures

The primary purpose of the Real Property Acquisition regulations for Federally assisted activities, is to protect private property owners and occupants. The requirements at 49 CFR Part 24 Subpart B-Real Property Acquisition apply to any acquisition of real property except an acquisition by an agency/person that does not have authority to acquire by eminent domain, if before the seller enters into a contract for sale, the following conditions are disclosed prior to the initial purchase offer.

Buyer and Seller Initials Required

- ____ This sale is voluntary.
- ____ This sale is between a willing buyer and a willing seller.
- ____ The buyer does not have the power of eminent domain.
- ____ The buyer will make every reasonable effort to acquire your property expeditiously through negotiations only.
- ____ Negotiations may result in a purchase price that equals, exceeds, or is less than the estimated market value (see section 2 for additional information regarding estimated market value).
- ____ No specific site or property needs to be acquired as a part of an intended or planning project area where all or substantially all of the properties in the area need to be acquired within a specific timeframe.
- ____ Buyer must inform seller of what buyer believes to be the estimated market value of the property.
- ____ In the case where there is an existing option or contract, the seller must be provided the opportunity to withdraw from the option or contract after this information is provided.

Buyer's Signature

Date

Buyer's Signature

Date

Seller's Signature

Date

Exhibit O Voluntary Sales Disclosure | URA | Environmental Review Sample Forms

RE-21 ID#, HUD Case #, or other Purchase Agreement ID #:

! Instructions-Buyer and Seller must initial, sign and date prior to, or at the time the purchase contract is signed.

Estimated Market Value

Buyer believes the Estimated Market Value of the property is \$ _____, based on one of two allowable property valuation methods:

Estimated Property Valuation* Attach property valuation documents used to establish the estimated value of the property as well as the valuator's experience/qualifications, i.e. broker opinion, recent neighborhood comps, etc.

Name of the person making the estimated property valuation:

Based on the above qualifications, the buyer believes this person to be sufficiently qualified to estimate the market value of the property.

Or

Appraised Market Value* Attach appraisal to this document.

* This method must be used if federal NSP funds will be used to acquire the property. NSP regulations allow the use of the current owner's (HUD, bank, etc.) appraisal if completed or updated within 60 days of the final purchase offer. Must meet one of the above appraisal standards.

(If the property was appraised, check the Appraisal Standard method used)

- Appraisal meets the URA appraisal requirements found at 49 CFR 24.203.
- Appraisal meets the requirement of Uniform Standards of Professional Appraisal Practices (USPAP).
- Appraisal meets the requirements of the Federal Housing Administration (FHA) or a Government-Sponsored Enterprise.

Buyer's Signature

Date

Buyer's Signature

Date

Seller's Signature

Date

Uniform Relocation Assistance

When Federal funds are used in any phase of the project, including acquisition, rehabilitation/construction, current or previous occupant(s), except the seller may qualify for relocation assistance if defined as a displaced person.

Has the property been occupied by anyone in the last 90 days? Yes No

Buyer and Seller Initials Required

— — — A tenant or occupant cannot be forced to move out in order to sell this property if any phase of the project is assisted with federal funds.

— — — The term “move-out” includes an eviction, the refusal to renew a lease, a verbal or written notice to vacate, or any other action taken by an owner/owner-agent that implies a tenant needs to move out of the unit. There are three (3) allowable exceptions, if they are properly documented and include tenant(s) signatures and date:

- 1) Tenant(s)/Occupant eviction/move-out that meets the definition of *Good Cause* as defined under Idaho Landlord Tenant Act;
- 2) Tenant/Occupant moved in knowing the property was for sale and was notified in writing they would be required to move out when the unit was sold;
- 3) Tenant/Occupant chose to move out for reasons unrelated to the sale, i.e. school term ended, job relocation, found a better place to live, etc.

Seller's Signature

Date

Seller's Signature

Date

Buyer's Signature

Date

List all persons (including Seller if owner-occupied) who have occupied the property in the last 90 days (Attach additional information as needed).

Occupant Name	Date of Move-Out	Current Mailing Address	Reason for Move-Out	Documentation to verify the reason for move-out? If yes, please attach

MULTI-FAMILY RENTAL ACTIVITIES**See instruction below- Must be dated prior to or at the time a purchase offer is made****Environmental Review (“ER”)**

Idaho housing and Finance Association is the Responsible Entity for Idaho’s HUD-CPD affordable housing development programs. IHFA will complete the necessary environmental review process.

A Purchase Option Agreement or Conditional Contract **must** include the 3 following ER limiting conditions language. This requirement can be met by completing one of the following:

- 1) Include the 3 ER disclosures below in the agreement/contract; OR
- 2) Legally attach this disclosure form to the agreement/contract by adding the Agreement ID Number to this form, and checking the “Buyer Exhibits Attached” box on the contract/agreement. This exhibit must be referenced as an attachment in the contract wherever appropriate; OR
- 3) Legally add this disclosure form to the agreement/contract as an addendum (RE-11). Reference the form by checking the “Buyer Addendum’s Attached” box in the contract and where appropriate.

IHFA cannot accept a purchase option agreement or conditional contract without the ER disclosure language in the agreement/contract.

	1	If Federal funds are used to purchase the property, it will be subject to the Environmental Review process, in accordance with 24 CFR Part 58. Notwithstanding any other condition in the contract, the Buyer has no obligation to purchase the property; No transfer of title or removal of environmental conditions can occur unless and until IHFA provides written notification that the appropriate level of environmental review is complete and clearance issued, pursuant 24 CFR Part 58. IHFA will use its best efforts to conclude the “ER” review and clearance process expeditiously.
	2	All conditions must be met before the obligation to purchase and sell becomes binding.
	3	The deposit will be a reasonable amount and refundable if conditions are not met; if non-refundable, the deposit must be 3% of the purchase price or less.

Seller’s Signature

Date

Seller’s Signature

Date

Buyer’s Signature

Date

Voluntary Sale Disclosures

This letter is to inform _____ [Seller(s)] that _____ [Buyer] would like to purchase the property located at _____ [Property Address]. A description of the property to be acquired (including any buildings that are considered a part of the property):

The Buyer is prepared to pay \$ _____ for clear title under the conditions described in the attached purchase and sales agreement.

Upon acceptance of the purchase offer, the property shall be appraised to establish fair market value. The owner/owner's agent will be given the opportunity to accompany the appraiser during the appraiser's inspection. If the appraised value differs from the purchase offer, the owner has the right to withdraw from the proposed sale.

Negotiations may result in a purchase price that is for the original estimated fair market value, an amount that exceeds it, or a lesser amount.

If the negotiated sales price is less than appraised market value, is the seller willing to donate the difference to affordable housing, to help provide HOME Match?

The Seller acknowledges that he/she has received notice of the fair market value and chooses to donate a portion of the value to the project by selling property at a lower price as a donation to affordable housing in the amount of \$ _____.

Because Federal funds are anticipated in the purchase of this property, the following must be disclosed:

- 1) This sale is voluntary, neither the buyer nor the seller has the power of eminent domain or condemnation;
- 2) Buyer cannot acquire this property if negotiations fail to result in an amicable agreement;
- 3) Since the purchase is voluntary and considered an arm's length transaction, the owner(s) is not eligible for relocation benefits, or any other assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA);
- 4) Buyer will make *every reasonable effort* to acquire the property expeditiously by negotiations; and
- 5) The property is not part of an intended, planned, or designated project area where all or substantially all of the property within the area is to be acquired within specific time limits;
- 6) No specific site or property needs to be acquired, although the person or agency (buyer) may limit their search for alternative sites to a geographic area;
- 7) If a buyer wishes to purchase more than one site within a general geographic area, all owners will be treated similarly.

SELLER _____ DATE _____

SELLER _____ DATE _____

BUYER _____ DATE _____

Uniform Relocation

*If Federal funds are used in any phase of the project, including acquisition, current or previous occupant(s) (except seller) may qualify for relocation assistance if they are defined as a **displaced person(s)**. Please read this section carefully!*

Seller Initials Required

Neither the Buyer nor the Seller has the power of eminent domain or condemnation. This sale is voluntary. Seller is not entitled to relocation benefits or assistance.

Has this property been occupied in the last 90 Days, including homeowner(s)? Yes No

Buyer and Seller(s) Initials Required

A Tenant/Occupant cannot be forced to move out in order to sell a property when a project is assisted with federal funds, with the following exceptions:

- Tenant/Occupant eviction/move-out that meets the definition of *Good Cause* as defined under Idaho's Landlord Tenant Act;
- Tenant/Occupant move in knowing the property was for sale and was notified in writing they would be required to move out when the unit was sold;
- Tenant/Occupant chose to move-out for a reason unrelated to the sale, i.e. school term ended, job relocation, found a better place to live, etc.)

Buyer Initials _____ **Seller(s) Initials** _____

List all persons (including Seller) who have occupied the property in the last 90 days (Attach additional information as needed).

Occupant Name	Date of Moving Out	Current Mailing Address	Reason for Move-Out, i.e. Eviction, Tenant Notification, Sale of Property, Other, etc.	Do you have signed/dated documentation to verify the reason for move-out? Please attach.

A General Information Notice (GIN) must be furnished to all current tenants (either living in the unit or on a signed lease agreement as of the date of this purchase agreement), including any new tenants (signing a lease on or after the date of a purchase agreement). All tenants are required to sign the GIN. GIN must include the following information:

- 1) The property is under contract for sale with federal funds; and
- 2) Buyer's relocation plan for current tenants.
- 3) If a new tenant(s) move-in, after receiving the GIN, they are not eligible for relocation assistance and may be required to vacate the property.

Please list all persons that occupied the property at any point in time during 90 days prior to the date of this purchase agreement (include all residential and/or commercial tenants) (Attach additional pages as needed):

Name(s)	Unit#	Date of Occupancy	Owner (O) or Tenant (T)
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Explain the circumstances surrounding all moves from the property within the past 90 days (eviction, voluntary move-out, etc.)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

I hereby acknowledge I have received a copy of this Sale Disclosure Notice and will abide by the terms stated herein.

Owner(s)

Date

Owner(s)

Date

URA SAMPLE TENANT DISCLOSURE FORMS**EXISTING TENANT REPORT**

This survey should be completed by owner/management. Include all units and all tenants. Report must be submitted with HOME application and then updated/submitted to IHFA on a monthly basis until the project is complete.

Owner's Name _____

Property Name _____

Address _____

Management Company _____

Address _____

Contact Name/Phone Number _____

Number of Units _____

Unit No.	Size	No. of Adults in Unit	No. of Children in Unit	Names of All Residents Living in Unit	Date of Initial Occupancy	Section 8 Yes/No	Annual Household Income	30% of Monthly Income	Current Rent	Allowances/Amenities Included in Rent

GENERAL INFORMATION NOTICE (GIN)**Tenant – THIS IS NOT A MOVE-OUT NOTICE**

Dear _____ (Current Tenant(s))

On _____ (date), _____ (Buyer's name) entered into an agreement with
_____ (Seller's name) to purchase the property you currently occupy at
_____ (tenant address).

When the negotiations are complete and the sale of the property is final, certain improvements may be made to your unit. Because part of the funding may come from federal sources, this notice is required to inform you of your rights under federal law.

If, when the new owner acquires the property, you are required to move out of the entire project, you may be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

If the property is acquired and you are required to move from the entire property and are eligible for relocation assistance, you will be notified of advisory services, which will include referrals to replacement housing.

If you are required to move from the entire property, a 90-day advanced written notice of the date you will be required to move out must be issued.

If you are required to move from the property, you may be eligible for expenses as defined under the Uniform Relocation Act and may be eligible for financial assistance to help you rent a replacement home. This unit must be comparable to your current residence.

If anyone moves in after you have received this notice, your assistance may be reduced.

PLEASE DO NOT MOVE AT THIS TIME

You are urged to continue to pay your monthly rent and meet all other tenant obligations. Failure to do so may be cause for eviction and a loss of relocation assistance.

This is not a notice to vacate the unit.

All Tenants/Occupants in the unit sign below

Tenant(s) Signature

Date

Tenant(s) Signature

Date

Tenant(s) Signature

Date

Manager/Owner/Agent

Date

NOTICE TO NEW TENANT
(all new tenants sign)

On _____ (date), _____ (Buyer's name) entered into an agreement with
_____ (Seller's name) to purchase the property located at
_____ (address).

Part of the funding may come from federal sources.

The tenants in residence at the time the agreement was signed are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA).

As a new tenant, you are not eligible for relocation benefits. This notice is to inform you before you enter into any lease agreement and occupy a unit at the above address:

You may be displaced.

You may be required to relocate temporarily.

You may be subject to a rent increase.

You will not be entitled to any relocation benefits provided under the URA. If you have to move or your rent is increased, you will not be reimbursed for any expenses incurred by you in connection with the move.

If it is necessary for you to move permanently from the site, you will be given 90 days advance written notice.

Please read this carefully before signing a rental agreement and/or moving into this property. If you have any questions, please contact _____ at _____.

This notice is important and should be retained.

Tenant-Occupant Signature

Date

Tenant-Occupant Signature

Date

Owner-Agent Signature

Date

MOVE-OUT VERIFICATION NOTICE

Manager's Name: _____

Property Address: _____

Tenant's Name: _____

Tenant's Address:

Date Moved In: _____ Date Moved out: _____

Tenant To Complete the Following:

Tenant's Name _____

New Address:

New Phone Number:

Date

Tenant-Occupant Signature

Date

Owner-Agent Signature

Date

SAMPLE ELIGIBILITY FOR RELOCATION ASSISTANCE LETTER

Dear Tenant:

On _____ (date), you were notified of the possible plans to _____ (identify project). On _____ (date) this project was approved. This is a notice of eligibility for relocation assistance.

To carry out the project, it is necessary for you to relocate. However, you do not need to move now. When it is required, you will receive a written notice at least 90 days in advance of the move out date. At that time, you are entitled to relocation payments and other assistance in accordance with the Federal regulation implementing the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended (URA).

The effective date of this notice is _____ (date of closing). You are now eligible for relocation assistance, including:

Counseling and other Advisory Services

Payment for Moving Expenses. You may choose either 1) a payment for your actual reasonable moving and related expenses or 2), if you prefer, a fixed payment of \$ _____ based upon a schedule established by the Department of Transportation.

Replacement Housing Payment. You may be eligible for a replacement housing payment to rent or buy a replacement home. This payment is based on several factors, including the cost of a "comparable replacement home", the monthly rent and average utility costs for your present home, and 30 percent of your average gross household income.

Sincerely,

Tenant-Occupant Signature

Date

Tenant-Occupant Signature

Date

Tenant-Occupant Signature

Date

Owner-Agent Signature

Date

SAMPLE NOTICE OF NON-DISPLACEMENT LETTER

Dear Tenant:

On _____ (date), _____ (buyer) entered into an agreement with _____ (seller) to purchase the property you currently occupy at _____ (address). When negotiations are complete and the sale is final, certain improvements may/will be made to the property.

This notice is to inform you that you will not be displaced from this project. Therefore, you are urged not to move anywhere at this time. (If you elect to move for reasons of your own or are evicted for good cause, you will not be provided relocation assistance).

You are able to occupy your present apartment (or another suitable, decent, safe, and sanitary apartment in the same building). You must comply with standard lease terms and conditions.

If you are required to move out of your apartment temporarily so that rehabilitation can be completed, suitable housing will be provided during that period of time. You will be reimbursed for reasonable additional expenses, including moving costs and any increase in housing costs.

Because federal funds are involved, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. If your rent is increased, your new rent (including the estimated average monthly utility costs) will not exceed 30% of the gross income of all adult members of your household.

Again, we urge you not to move. When the sale is final, be assured we will make every effort to accommodate your needs. If you have any questions, please contact _____.

This letter should be retained for your records.

Tenant-Occupant Signature

Date

Tenant-Occupant Signature

Date

Owner-Agent Signature

Date

SAMPLE NOTICE TO TEMPORARILY VACATE LETTER

Dear Tenant:

On _____ (date), _____ (owner) will begin rehabilitation of the building you currently occupy at _____ (address). Part of the funding comes from Federal sources. Because of this, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA).

In order to complete the work, it is necessary for you to vacate your home for approximately _____ (construction time). We have identified a temporary location for you to reside during the rehabilitation.

(Name, Address, Description of the Temporary Location).

_____ (Owner) will make every effort to accommodate you during this time of rehabilitation. You will be reimbursed for all reasonable extra expenses including moving costs and any increase in housing costs during this time. When the work on your unit is complete, you will be able to re-occupy your apartment or another suitable, decent, safe, and sanitary apartment in the same building.

You will need to temporarily move from your apartment by (date).

Contact Person:

Email and Phone Number: _____

Thank you for your cooperation.

Management

Tenant-Occupant