



# NOTICE OF INTENT TO SELL FORM

This form may be used as an alternative to an Intent to Sell Letter

Today's Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

When you are ready to sell your property, please complete form and mail to :

My property is located at: \_\_\_\_\_, Unit \_\_\_\_\_

Boston Planning & Development  
Agency  
Attn: Housing Department  
1 City Hall Square, 9th Floor  
Boston, MA 02201

To Whom It May Concern:

Check off all that are applicable

☒ I am hereby notifying the BRA of my intent to sell the above property.

## PART I

☐ I intend to sell the property myself.

**OR**

☐ I intend to use the services of a real estate agent to sell my property.

-Provide a signed listing agreement including agent commission of no greater than 4%.

Select one

☐ I would like my resale package to be sent to me at the above address.

☐ I would like my resale package to be sent to my real estate agent directly.

## PART II

☐ I have not made any capital improvements to my property.

**OR**

☐ I have made capital improvements to my property.

-Provide a list of capital improvements along with copies of paid receipts.

My anticipated sale date is: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Sincerely,

\_\_\_\_\_

Owner's Signature(s)

Owner's Name (Please Print): \_\_\_\_\_

Owner's Phone: (\_\_\_\_) \_\_\_\_\_