



**City of Boulder  
Housing Division**

**City Website Marketing Information**

***Please complete and return this form to us so we can advertise your home.***

If you are being represented by a real estate agent, s/he can help you complete this form.

See [www.boulderadffordablehomes.com](http://www.boulderadffordablehomes.com) for examples of home listings.

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Current Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Square footage of home: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_

Assigned Parking Space?  Yes  No Garage?  Yes  No If yes:  Single  Double

Carport?  Yes  No Basement?  Yes  No If yes, finished?  Yes  No

Monthly HOA Fee: \_\_\_\_\_ HOA Pet Policy: \_\_\_\_\_

Annual Tax Assessment: \_\_\_\_\_ Is your home handicapped accessible?  Yes  No

1. Write a short statement describing your home. Include any improvements you have made to your home, and other qualities that you think would be attractive to a buyer. Include special amenities such as: patios/porches, views, proximity to parks, bus lines, shopping areas, etc.

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

2. Please send up to 20 digital pictures as a jpeg attachment (zip file preferred) to:

[homeownership@bouldercolorado.gov](mailto:homeownership@bouldercolorado.gov)

3. Provide contact information (phone and email) for you or your Realtor that will be available on the website to prospective buyers.

\_\_\_\_\_  
Name Agency Phone Email

4. Complete the following after having read through the Open Marketing Procedures for Permanently Affordable homes document and then answer the following questions:

Will your home be listed on the Multiple Listing Service (MLS)?  Yes  No

If not, what newspaper(s) will you or your real estate professional use for advertising?

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What dates will the newspaper ad run? (Must be at least twice during the first 2 weeks of the open marketing period): \_\_\_\_\_

5. What date would you like the open marketing period to begin? \_\_\_\_\_  
(The City will need five business days after we have received all materials necessary for resale for the listing to be made public, and the open marketing period to begin)

6. What date would you like the marketing period to end? \_\_\_\_\_  
(This must be at least 30 days from the time your home is listed on the City website)

7. The approximate date your are hoping to close on your home: \_\_\_\_\_  
(Please keep in mind that your home will need to be marketed for 30 days, and the buyer must be allowed 30 days from contract to closing.)

8. Will you or your real estate professional show your home by appointment?  Yes  No

9. Will you or your real estate professional schedule open houses?  Yes  No

If you are choosing the Open House option for marketing your home then one of the two mandatory open houses must be held during the first two weeks of the 30-day marketing period.

Open House #1: Date \_\_\_\_\_ Time: \_\_\_\_\_

Open House #2: Date \_\_\_\_\_ Time: \_\_\_\_\_

**Please sign and date:**

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

Return this completed form to:

Homeownership Team, Division of Housing  
By E-mail: [homeownership@bouldercolorado.gov](mailto:homeownership@bouldercolorado.gov)  
By Fax: 720-564-2188  
By Postal Mail: PO Box 791, Boulder, CO 80306  
*Questions? Call us at Phone: 303-441-3157 ext. 2*

6/26/2014