City of Boulder
Housing Division

City Website Marketing Information

Please read through the Open Marketing Procedures for Permanently Affordable homes document. Complete and return this form so the city may advertise your home to begin the 30-day open marketing period. If you are being represented by a real estate agent, s/he can help you complete this form. See www.boulderaffordablehomes.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: _____ Do you believe your home is 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

3. Please list any items that will be excluded from the sale of your home. ***Note: If you received capital improvement or update credit for an item, or if the item was included in the purchase price of your home (appliances, for example), then it must be included in the sale.***

Exclusions:_____

4. Provide contact information (phone and email) for you (For Sale By Owner), or your Realtor which will be listed on our website for prospective buyers.

_____

Name Agency Phone Email

5. 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?

_____

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

6. What date would you like the open marketing period to begin? _____
(The City may 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)

7. 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)

8. The approximate date you 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.)

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

10. 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 Program, City of Boulder Division of Housing
Email: homeownership@bouldercolorado.gov
Postal Mail: PO Box 791, Boulder, CO 80306
Questions? Call us at Phone: 303-441-3157 ext. 2