



# City of Boulder Housing & Human Services

## City Website Marketing Information

Please read through the Open Marketing Procedures for Permanently Affordable Homes found on the city's website. Then please complete and return this form so the city can advertise your home and begin the mandatory 30-day open marketing period. If you are being represented by a real estate agent, s/he can help you complete this form.

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

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

Current Phone: \_\_\_\_\_ Best Email: \_\_\_\_\_

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: \_\_\_\_\_ Date HOA fees last changed: \_\_\_\_\_ Monthly HOA fee prior to change: \_\_\_\_\_

HOA Pet Policy: \_\_\_\_\_

Annual Tax Assessment: \_\_\_\_\_ Do you believe your home is handicapped accessible?  Yes  No

1. Write or attach a description of your home and neighborhood. Include any improvements you've made, and qualities that would be attractive to buyers (patios/porches, views, interior features, schools, recreation, proximity to parks, bus lines, shopping, dining, etc.)

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2. Is your home part of an FHA- financing approved development?  Yes  No

Is your home part of a VA- financing approved development?  Yes  No

Is your home part of a mixed use development (residential/commercial)?  Yes  No

*If you are unsure how to answer the above questions please consult with a lender or Realtor, or verify information on the HUD and VA websites. The City of Boulder does not have this information available.*

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

Exclusions: \_\_\_\_\_

2/1/2019

4. Provide contact information (phone and email) for your Realtor, or yourself if you are conducting a For Sale By Owner. This information will be listed on our website as the contact for prospective buyers.

Name	Agency	Phone	Email
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5. Besides the city's website, how will you and your agent advertise your home?

Multiple Listing Service (MLS)?  Yes  No

Real estate websites?  Yes  No

Newspaper(s)  Yes  No

Other?  Yes  No (Please explain: \_\_\_\_\_)

6. What date would you like the open marketing period to begin? \_\_\_\_\_  
(The City needs up to five business days to prepare your listing for our website once we have received all marketing materials. Once the listing is on our website, the open marketing period has begun.)

7. 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 on the city's website, and the buyer must be allowed 30 days from contract to closing.)

8. Will your home be available for showings?  Yes  No

9. Will you schedule open houses?  Yes  No

If you are choosing the Open House Only option for marketing your home then one of the two mandatory open houses must be held during the first week of the 30-day marketing period so that new applications can be turned in by the deadline.

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

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

10. Please send up to 20 digital pictures as a jpeg attachment to: [homeownership@bouldercolorado.gov](mailto:homeownership@bouldercolorado.gov). We will not list the home until we have photos to include.

**Owner(s)' Signature and Date**

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

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

Return this completed form to: Homeownership Program, City of Boulder Division of Housing  
Email: [homeownership@bouldercolorado.gov](mailto:homeownership@bouldercolorado.gov) Postal Mail: PO Box 791, Boulder, CO 80306  
Drop In Hours: Monday-Friday 8 a.m.-12:30 p.m. Phone: 303-441-3157 ext. 2