

Developer to Owner Occupant Policy

A Developer may submit an application to purchase a TCLB property within the 90 day Owner Occupant Restriction if they commit to resell to an Owner Occupant. In situations where a Developer's application is approved by the TCLB Board of Directors, the Developer must sign an addendum to the standard Agreement of Sale, agreeing to resell the property to an Owner Occupant following the completion of redevelopment work and the satisfaction of the Renovation Enforcement Note and Mortgage. As part of this commitment, the Developer agrees to the following terms:

- At closing, the Developer will deposit money into an escrow account to be held until the successful resale to an Owner Occupant. The required escrow deposit will be determined by the appraised value of the home as detailed below:
 - \$2,500 for properties appraised below \$50,000
 - \$5,000 for properties appraised between \$50,000 and \$100,000
 - \$7,500 for properties appraised above \$100,000
- At closing for the resale to an Owner Occupant, the Developer will obtain the Owner Occupant's signature on a TCLB Owner Occupant Verification Form (OOVF – see below).
- After returning the signed OOVF to TCLB, the Developer's deposit will be released from escrow back to the Developer.

Marketing Requirements*

- Developer or the Developer's agent(s) shall be required to actively market the property for sale to an Owner Occupant for a period of at least three (3) months following the completion of the required redevelopment work. Actively marketed is defined as a "for sale" sign has been placed on the property with accurate contact information and when the owner has done at least one of the following:
 - Engaged the services of a real estate agent to place the property in a Multiple Listing Service, or taken other action to market the property
 - Advertised the property for sale on a weekly or more frequent basis by means of print or electronic media
 - Distributed printed advertisement
- While the property is being actively marketed for sale to an Owner Occupant, the list price may not exceed more than 20% above the professional appraised value

Owner Occupant Resale Unsuccessful

- If the Developer defaults on their commitment to resell to an Owner Occupant, the Developer must:
 - Provide a written explanation of the reasons why the sale is unsuccessful.
 - Provide a written marketing plan, including the dates the property was marketed
- If the Developer defaults on their commitment to resell to an Owner Occupant:
 - The escrow deposit will be retained by TCLB.
 - TCLB may seek additional liquidated damages as outlined in the Agreement of Sale.
 - The developer, any co-applicants, or partners may be ineligible to purchase any additional property from TCLB.

*If a developer has identified a specific owner occupant buyer they would like to sell to prior to listing, the Marketing Requirements listed above may be waived. Should the sale to the specified owner fall through for any reason, the Marketing Requirements listed above must then be followed.



TCLB Owner Occupant Verification Form

Tri-COG Land Bank sold [PROPERTY ADDRESS] to [DEVELOPER] to renovate and resell the property to an Owner Occupant. You are being asked to sign this verification form to ensure that [DEVELOPER] has complied with the terms of their Agreement with TCLB. This form is not a contract and creates no obligations or relationship between you and Tri-COG Land Bank.

I/we [NAME(s)], have agreed to purchase [PROPERTY ADDRESS] from [DEVELOPER] on [DATE]. By signing below I am verifying that I intend to use the property as my primary residence and live in it as an Owner Occupant.

Buyer Name:	_____	Buyer Name:	_____
Buyer Signature:	_____	Buyer Signature:	_____
Date:	_____	Date:	_____