



Checklist for Selling a Deed Restricted Property

1. Notify the City of intent to sell in writing – either email to rhoda.stauffer@parkcity.org or snail mail to attention Affordable Housing Office, PCMC Affordable Housing Office, PO Box 1480, Park City, UT 84060.
2. City has a stated number of days to exercise its option to purchase the unit. Each Deed Restriction document recorded with the County Recorder's office sets out exactly how many days. City will send a letter to the seller with decision regarding option to purchase.
3. The letter will also include the maximum value the property may be sold for in accordance with the deed restriction. Maximum Resale Value (MRV) is calculated by the City's Finance Office and based on the seller's purchase price, purchase date and projected closing date. MRV can include approved capital improvements. Please be aware that to receive MRV, the unit must meet minimum standards which are attached to this checklist.
4. If the City is not exercising its right to purchase the property, City Housing Staff is available to assist in selling the property. Notice will be sent to an email list of local buyers in need of affordable housing. Notice will also be sent to Mountainlands Community Housing Trust at www.housinghelp.org who also maintains a list of persons in need of affordable housing.
 - a. Seller may also post notice in the following places: Craigslist, KSL online, KPCW webpage, and the Park Record – both print edition and webpage. Also advised to place flyers in coffee shops, grocery stores, sandwich shops, etc. – basically any local business with a bulletin board as well as social media such as Facebook.
 - b. A real estate agent may be used to sell a deed restricted property, however the maximum resale value shall not be increased by the agent's sales commission. The seller must simply pay the commission out of their sales proceeds.
 - c. Sales contract forms can be found on-line – simply do a *Google* search. The standard form is called a "REPC" – Real Estate Purchase Contract.
5. The City must certify that the buyer is a qualified individual. Seller will forward buyer information to the City for review. It is recommended that up to three potential buyers be vetted to ensure a qualified individual completes a successful sales contract.

Please contact Rhoda Stauffer with any questions: Affordable Housing Program, Park City Municipal Corporation with any questions at 435-615-5152 or email her at rhoda.stauffer@parkcity.org.



MINIMUM STANDARDS FOR RECEIVING MAXIMUM RESALE VALUE

- Clean Unit
- Carpets steam-cleaned two or three days prior to closing
- All scratches, holes, burned marks repaired in hardwood floors, linoleum, tile, counter tops, etc. other than normal wear and tear.
- No broken or foggy windows
- All screens in windows (if screens were originally provided)
- All doors will be in working order with no holes
- All locks on doors will work
- All keys will be provided; e.g., door, mail box, garage
- All mechanical systems shall be in working order
- Walls paint ready
- Other than normal wear and tear on carpet; if carpet has holes, stains, etc., the carpet and padding shall be replaced or escrow funds at current market value per square foot for a comparable product shall be held at the time of closing to be used by the new Qualified Buyer
- No leaks from plumbing fixtures
- Any safety hazard remedied prior to closing
- Satisfaction of radon issue if found at time of inspection
- All light fixtures shall be in working order
- All appliances that existed in the original Unit remain and are in good working order and good condition

DEFINITIONS:

Clean Unit: All rooms will be cleaned as stated below:

Kitchen:

- Range – Inner and outer surfaces will be cleaned.
- Range hood and Exhaust Fan
- Refrigerator and Freezer – Inner and outer surfaces of refrigerator and freezer will be clean. Freezer will be defrosted.
- Cabinets and Countertops – Exterior and interior surfaces of cabinets and drawers will be clean. Door and drawer handles, if provided, shall be clean and in place.
- Sink and Garbage Disposal – Sink and plumbing fixtures will be clean. Garbage disposal must be in working order.
- Dishwasher – Must be in working order and inner and outer surfaces shall be clean.

Blinds, Windows, Screens:

- Mini-blinds, Venetian Blinds, Vertical Blinds, and Pull Shades – Will be clean.
- Windows – All window surfaces, inside and outside of the window glass, shall be clean.
- Screens – Screens will be clean and in place with no holes or tears.

Closets: Closets, including floors, walls, hanger rod, shelves and doors, shall be clean.



Light Fixtures: Light fixtures will be clean and shall have functioning bulbs/florescent tubes.

Bathrooms:

- Bathtub, Shower Walls, Sinks – Bathtubs, shower walls and sinks shall be clean.
- Toilet and Water Closet – Water closets, toilet bowls and toilet seats will be clean. If the toilet seat is broken or peeling, the seat shall be replaced.
- Tile – All tile and grout will be clean.
- Mirrors and Medicine Cabinets – Mirrors and medicine cabinets shall be cleaned inside and out.
- Shelves and/or Other Cabinetry – All other shelving or cabinetry shall be cleaned inside and out.

Walls, Ceilings, Painted Doors and Baseboards: Painted surfaces must be cleaned with care to ensure the surface is clean without damaging the paint.

Floors: Floor cleaning includes sweeping and mopping and could include stripping, waxing and buffing. Types of floor surfaces include bamboo and marmoleum.

Interior Storage/Utility Rooms: Storage/utility rooms shall be cleaned. Properly cleaned storage/utility rooms will be free from odors, removable stains, grease marks or accumulations.

Washer/Dryer- Must be in working order and inner and outer surfaces shall be clean

Safety Hazard: Any item that provides a safety hazard shall be fixed. This would include, but is not limited to, exposed electrical wiring, satisfaction of any radon issue found, ventilation for gas hot water system, etc.

Walls Paint-Ready: All holes shall be patched; all posters, pictures, etc., shall be removed from all walls; all nails, tacks, tape, etc., shall be removed from all walls; and all walls shall be clean and ready for the new buyer to paint. If wallpaper has been placed on the wall and in good condition, the wallpaper can remain; if the wallpaper is peeling off, the wallpaper must be removed.

Windows: If a window is broken, including the locking mechanism, the window shall be replaced. If the window has a fog residue in the inside, it shall be replace.