

## **FORM INSTRUCTIONS**

The City of Mesquite will require each NSP assisted homebuyer to notify in writing of their intent to sell or transfer ownership of the NSP property **during the affordability period.**

The form on the following page should be completed to the best of your knowledge and submitted at least 30 days prior to your intent to sell or transfer. Completed forms may be submitted to the following:

**In person**

**By mail**

**By fax**

**By email**

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**Community Services  
1616 N. Galloway Avenue  
Mesquite, TX, 75149**

**Community Services  
PO BOX 85137  
Mesquite, TX, 75185-0137**

**972.329.8340**

**cbuentel@cityofmesquite.com**

## Notice of Intent to Sell or Transfer

Today's Date \_\_\_/\_\_\_/\_\_\_\_

I am hereby notifying you of my intent to  Sell  Transfer the property located at:

\_\_\_\_\_

*Check all that Apply*

- I am working with a Realtor to sell the above property
- I have a buyer who may be interested in buying the above property
- I intend to transfer the above referenced property

Owner's Signature, \_\_\_\_\_

Owner's Name, \_\_\_\_\_

Owner's Phone #, \_\_\_\_\_

**If applicable or known,**

Owner's Realtor name, \_\_\_\_\_

Owner's Realtor Phone #, \_\_\_\_\_

Interested Buyer's name, \_\_\_\_\_

Interested Buyer's Phone #, \_\_\_\_\_

Name of Intended Transfer, \_\_\_\_\_

Intended Transfer's Phone #, \_\_\_\_\_