



NOTICE OF INTENT TO SELL FORM

This form may be used as an alternative to an Intent to Sell Letter

Today's Date: ___/___/20__

When you are ready to sell your property, please complete form and email to :

My property is located at: _____, Unit _____

Douglas.Thivierge@boston.gov

To Whom It May Concern:

Check off all that are applicable

I am hereby notifying the BRA of my intent to sell the above property.

PART I

I intend to sell the property myself.

OR

I intend to use the services of a real estate agent to sell my property.

-Provide a signed listing agreement including agent commission of no greater than 4%.

**Some restrictions do not allow for an increase in Maximum Resale Price for the services of a real estate agent.*

Select one

I would like my resale package to be emailed directly to me at the email address below.

I would like my resale package to be sent to my real estate agent directly.

Provide email address for real estate agent here: _____@_____

PART II

I have not made any capital improvements to my property.

OR

I have made capital improvements to my property.

-Provide a list of capital improvements along with copies of paid receipts.

**Forms submitted without the required list of capital improvements and corresponding receipts will not be considered.*

My anticipated sale date is: ___/___/20__

Sincerely,

Owner's Signature(s)

Owner's Name (Please Print): _____

Owner's Phone: (____) _____ Email: _____