

**RESALE PROCEDURES FOR MEASURE J HOMES
AND OTHER COUNTY-RESTRICTED AFFORDABLE HOMES (“Affordable Homes”)**

Updated July 2020 with COVID 19 Public Health Measures

1. Homeowners wishing to sell their Affordable Home shall complete and submit the “Notice of Intent to Sell” (NIS or NOI) form, available upon request from Housing staff, to the Housing Division. Certain versions of the Restrictions provide the County with an option or first right of refusal to purchase the Affordable Home for the then-current resale price limit.

UPDATED PROCEDURES DUE TO COVID19 PANDEMIC:

All sellers wishing to list or sell their Affordable Home during the duration of any State or County Shelter in Place and/or related public health orders to prevent the spread of COVID 19 must list their home for sale with a licensed realtor, who may place the listing on the MLS or other online listing sites as the listing agent, in addition to the listing being posted on the Housing Division listings page. The listing agent shall order a home inspection report from a licensed home inspector and ensure that all public health measures applicable to real estate activities, including home inspections, are followed for the duration of the listing agreement or until the sale has closed, whichever occurs first.

2. Upon receipt of a completed NIS form with agent license number and contact info and home inspection report, Program staff will notify the Seller of the current maximum resale price for the home, whether the County will exercise its first right of refusal, if applicable, and related resale procedures. If the County decides not to exercise its first right of refusal, if applicable, Housing staff will post the listing on the Measure J listings page and share it via email with the Measure J interest list.
3. Once the Seller/Seller’s agent have identified a prospective buyer who they believe is eligible and is able to make an acceptable offer on the home, Seller shall refer that buyer to the Program staff by written communication with buyer’s name and contact information, and/or by accepting an offer to purchase, with a contingency for County approval of Measure J eligibility. The Measure J contingency should not be combined with other contingencies, nor carry any time limits for County approval of the buyer. It may include a reasonable time limit for buyer to submit their Measure J application to the County (no less than 14 days).
4. Upon receipt of Seller’s referral, the County will provide the buyer with application instructions and, if they are approved, a written eligibility certification letter to share with the Seller. If the initial buyer(s) referred to the County are determined ineligible, Seller’s agent shall refer another prospective buyer to the County, until one is determined eligible. The first buyer to be determined eligible by the County, and to have their offer accepted by Seller, shall complete the remainder of the standard application and purchase procedures described in Section C of the [Affordable Housing Guidelines](#).
5. Housing staff will provide escrow instructions and the County’s recordable documents to the escrow officer. The Buyer will sign a new Restriction and related documents to be recorded against the home at closing. The Seller will receive any proceeds due from close of escrow as in a standard sale, except that the home price shall not exceed the then-current maximum Measure J resale price as determined by Program staff.

For more info or to begin your resale process, please contact the County Housing Division at:

Phone: (831) 454-2332

Email: housingprogramsinfo@santacruzcountyca.gov *[Do not email documents with protected personal info]*

Mail: 701 Ocean St., Rm 418, Attn: Housing Manager, Santa Cruz, CA 95060

Web: <https://cdi.santacruzcountyca.gov/Planning/Housing/MeasureJAffordableHousingProgram.aspx>