

Notice of Intent to Sell Amended Requirements Webinar

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Seattle
Office of Housing

Presentation Format

- Welcome
- Objectives for Presentation
- Notice of Intent to Sell (NOIS) Background
- How is the New Ordinance Different?
- What is considered an Affordable Unit?
- Required Notifications
- Required Tenant Notifications
- Where to find help?
- Q&A

Objectives for Presentation

The objective of this presentation is for property owners to:

1. Understand the ordinance and what properties it applies to
2. Learn how to comply with the notification requirements
3. Know where to get help

NOIS Background

In 2015, the City Council adopted [Ordinance 124861](#) establishing the Notice of Intent to Sell (NOIS) policy, and on July 22, 2019, City Council adopted [Ordinance 125873](#), amending certain provisions of the original NOIS policy.

The Notice of Intent to Sell ordinance requires owners of multi-family buildings providing naturally occurring affordable housing units to notify the city and tenants 90 days prior to listing their property for sale. This ordinance allows for a potential purchase by the tenants, the City or an affordable housing developer. The ordinance also provides early notification to tenants that may be impacted if the building is sold.

How is the New Ordinance Different?

2015 Ordinance	2019 Amended Ordinance
Building size = 5 units or >	Building size = 2 units or >
With at least one unit rented at 80% AMI or less	With at least one unit rented at 80% AMI or less
Notification required in writing 60 days prior to listing	Notification & declaration form required 90 days prior to listing
Described the City and affordable housing developers as potential purchasers	Describes the City, affordable housing developers, and tenants as potential purchasers
Limited details on process for owners	Gives more direction on process to owners
	Requires notification to tenants posted in common areas providing resources for renters and potential purchasers
Non-compliance penalty = \$500	Non-compliance penalty = \$2000

What is an Affordable Unit?

Section 3: Affordability

Maximum Rents at 80% AMI		
Unit Type	Tenant Paid Utilities	Max. Rent
Studio	None	\$1,545
Studio	Electricity	\$1,530
Studio	Electricity + Heat	\$1,515
Studio	All	\$1,440
1 BR	None	\$1,655
1 BR	Electricity	\$1,635
1 BR	Electricity + Heat	\$1,620
1 BR	All	\$1,540
2 BR	None	\$1,986
2 BR	Electricity	\$1,961
2 BR	Electricity + Heat	\$1,936
2 BR	All	\$1,816

Maximum Rents at 80% AMI		
Unit Type	Tenant Paid Utilities	Max. Rent
3 BR	None	\$2,295
3 BR	Electricity	\$2,260
3 BR	Electricity + Heat	\$2,215
3 BR	All	\$2,035
4 BR	None	\$2,560
4 BR	Electricity	\$2,500
4 BR	Electricity + Heat	\$2,430
4 BR	All	\$2,195
5 BR	None	\$2,824
5 BR	Electricity	\$2,734
5 BR	Electricity + Heat	\$2,634
5 BR	All	\$2,359

<https://www.seattle.gov/housing/intent-to-sell>

2019 Income and Rent Limits published by HUD April 24, 2019 – Rent limits change annually and will be updated on OH's website

Required Notifications

Owners must notify the Office of Housing 90- days prior to listing the property or executing a contract with a realtor.

Once a notification is received by OH an email it sent out over our Notice of Intent to Sell listserv that consists of mainly housing developers and community members interested in preservation opportunities.

To subscribe please go to:

<https://www.seattle.gov/housing/intent-to-sell/information-for-landlords>

Notice of Intent to Sell Building

This notice informs the City of Seattle Office of Housing (OH) and the Seattle Housing Authority (SHA) of the building owner's intent to sell a low-income multi-family rental building having 2 or more rental units, pursuant to Seattle Municipal Code (SMC) 22.907.030. Owners of buildings having one or more units that rent at or below 80% of the Area Median Income (AMI) must submit this notice to OH and SHA at least 90 days before listing or advertising the building for sale.

Use the rent table below to determine if there is at least one unit rented at or below 80% of AMI.

Note: rent limits depend on whether tenant is responsible to pay all or a portion of utilities.

Section 1: Owner Information

	Name	Phone Number	Email Address	Mailing Address
Owner Entity				
Owner/Owner Rep				
Owner/Owner Rep				

Section 2: Building Information

Address of building(s)	
Parcel(s) #	

Section 3: Affordability

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Residential Units	
# of Units in Building	
# of Affordable Units	

Owner Declaration

Pursuant to SMC 22.907.030 I declare and affirm under penalty of perjury that I have complied with the notice requirements of SMC 22.907.030.

Owner's signature _____

Date _____

Notifications should be emailed to IntentToSell@Seattle.gov and james.mayton@seattlehousing.org or mailed to Office of Housing, P.O. Box 94725, Seattle, WA 94725-4725.

Date received _____ OH Dept Personnel Initials _____

Required Tenant Notifications

Two types of notifications

- 2-4 unit buildings
 - 15 days for potential purchasers to notify the owner
- 5 units or > buildings
 - 30 days for potential purchasers to notify the owner

Notice to Tenants of Intent to Sell Building

Building Address

This is a notice to inform the tenants of this building that the owner may sell the building. When the owner of certain residential rental buildings intends to sell the building, Seattle Municipal Code (SMC) 22.907.030 requires the owner to post a notice in the building notifying tenants of the owner's intent. This notice is that notice. The purpose of this notice is to give tenants time to prepare and to offer an opportunity to pursue a possible purchase of the building.

SMC 22.907.030 applies to rental housing buildings having two or more rental units and if one or more of the units is rented at an amount that is at or below 80% of the Area Median Income. Please refer to the website of the Seattle Office of Housing (OH) for the applicable rent schedule:

<https://www.seattle.gov/housing/intent-to-sell>

In addition to notifying building tenants, the owner is required to notify OH and the Seattle Housing Authority (SHA) of the owner's intention to sell the building.

What does this notice mean for the tenants?

After the owner has submitted and posted the notice of the owner's intent to sell the building, tenants have 15 days (for buildings having 2-4 rental units) to notify the owner and OH of the tenant's interest in purchasing the building. If the owner does not receive a notice of interest from tenants, OH, SHA or a qualified non-profit housing developer within the applicable period, the owner may then list or advertise the building for sale, offer the building for sale, or sell the building.

Tenants having an interest in possibly purchasing the building shall submit notice of that interest to OH at either of the following locations:

Via email: IntentToSell@seattle.gov

Via paper notification: Office of Housing P.O. Box 94725 Seattle, WA 94725-4752

Tenants must also provide notice of their interest to the building owner within the applicable period stated above.

On the OH website you can find answers to many of your questions.

Examples of possible questions are:

- Where can tenants find out more information about the process and the timing?
- Do I have a new Landlord?
- Will my rent increase?
- Are there tenant protections for tenants who will have to move when the building is sold?
- How can I and my fellow tenants buy the building?

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Questions & Answers

Thank you!



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Office of Housing