# Notice of Sale of Manufactured Home Park

To: Park Tenants
Locality (County, City, or Town)

From: Park Owner

Date: _____

**This serves as a written notice that _____**
[*park name*]
**has entered into a sales contract to sell the manufactured home park on _____.**
[*date*]
**A Resident Entity of the Park or _____, Virginia**
[*locality*]
**may exercise a Right of First Refusal.**

The Virginia Manufactured Home Lot Rental Act provides (with some exemptions) that the owner (the "Park Owner") of a manufactured home park (the "Park") provide written notice to each tenant of a lot in the Park (the "Park Tenants") and the locality in which the Park is located (the "Locality") if the Park Owner enters into a sales contact to sell the Park. A copy of such notice also is sent by the Park Owner to the Virginia Department of Housing and Community Development to post on the Department's website. (See Section 55.1-1308.3 of the Code of Virginia)

The Park Tenants have the right to form a Resident Entity that represents more than 50 percent of the tenant households with a valid lot rental agreement in the Park at the time an offer to purchase the Park is made. The Resident Entity has 15 days after receiving this notice to deliver written intent to purchase the Park at the same price and substantially equivalent terms and conditions as stated in the purchase agreement (the "Right of First Refusal"). If the Resident Entity does not deliver written intent to exercise the Right of First Refusal, the Locality has an additional 15 days to deliver written intent to exercise the Right of Frist Refusal. The Resident Entity or the Locality has 60 days after delivering written intent to exercise the Right of First Refusal to deliver to the Park Owner an offer to purchase the park. Unless otherwise agreed to, the Resident Entity or the Locality shall have an additional 60 days after the purchase agreement to obtain financing and close on the sale. The Resident Entity has first priority to exercise the Right of First Refusal and may assign these rights to the Locality or a tax-exempt nonprofit that provides housing or related services to low-income residents of Virginia. The Locality may assign their Right of First Refusal to a tax-exempt nonprofit that provides housing or related services to low-income residents of Virginia. (See Section 55.1-1308.3 of the Code of Virginia)

If the manufactured home park owner asserts that the terms of the purchase offer proposed by the Resident Entity are not substantially equivalent to the terms of the purchase agreement of this notice, the Park Owner shall consider the offer and negotiate with the Resident Entity in good faith. If the Park Owner declines to accept this offer, the Park Owner shall do so in writing and state the good faith reason for the rejection. (See Section 55.1-1308.4 of the Code of Virginia)

The Park Owner must file an affidavit of compliance of the notice requirements in local circuit court (See Section 55.1-1308.5 of the Code of Virginia)

The Department keeps the Notice of Sale posted on the Department website until the Park Owner sends a written notice to the Department that the Park has been sold to a third-party, or the transaction does not go to settlement.

I hereby certify that a copy of this Notice of Sale was:

1. personally delivered to each manufactured home in the Park, and;
2. mailed by certified mail to each Park Tenant with a valid lot rental agreement, and;
3. mailed by certified mail to the attorney, OR presiding officer of the governing body, OR attorney for the Commonwealth of _____, Virginia, and;
   [*locality*]
4. an affidavit of compliance was filed in _____ circuit court,
   [*locality*]

on this_____day of _____, 20_____.

_____
Name of Park Owner (print)

_____
Owner or Authorized Representative (sign)

_____
Printed Name of Authorized Representative

## Relevant Information:

Park Name _____

Park Address _____, Virginia _____

Park Owner (Seller) _____

Purchaser _____

Number of Lots _____

Sale Price $_____ Closing Date _____

Other material terms and conditions of the sales contract:

Contact for Info _____

Address _____

Email _____ Phone _____

Copy to: Virginia Department of Housing and Community Development (DHCD)