

OFFERING AGREEMENT - SALES

Project Name:

Total # Units / MPDU # Units (%):

	Task	Specifics of Task
A2B	Confirm Agreement to Build is still valid and begin Offering Agreement.	Either 1) Contact staff regarding need to amend A2B or 2) download Offering Agreement template or email DHCA staff for a copy.
Prepare Agreement	Complete Body of Agreement	Fill in blanks where provided, remove italics, and do not edit text without discussing with staff.
	Complete schedule of units being offered (Schedule A)	Confirm units in Offering were also in Agreement to Build. Enter property details and confirm details match other schedules
	Complete General Information Sheet (Schedule B)	Provide information
	Complete Unit Descriptions and Prices (Schedule C)	Provide information and confirm information matches other schedules like A for price and G for unit details.
	Include Sales Covenants (Schedule D)	Can download from website or use template used in Agreement to Build
	Attach Subdivision Record Plat (Schedule E)	Correct plat(s) been provided for relevant block(s)?
	Attach building floor plans and unit layouts (Schedule F)	Should be the same as provided in Exhibit F of A2B. Check unit numbers are on full floor plan and MDPU's are highlighted. Include individual floor layouts for multi-family units with furniture, bedroom size and unit square footages, and identify unit type and numbers. On townhouse plans, provide bedroom size and net square footage totals.
	Complete calculation of sales prices (Schedule G)	Download worksheet from website and complete. Use appropriate unit type example to assist. Include documentation where required.
	Attach certified site plan (Schedule H)	Certified site plan signed by MNCPPC and lot / block matches Schedule A? Highlight MPDU's on plan.
	Do not execute the agreement at this time	
Review and Signatures	Submit any corrections if requested by staff	Review corrections; provide additional comments as necessary. Once finalized, staff will send email confirming it is ready to be signed.
	Send staff hardcopy original of signed and notarized covenants	Staff will send to land records for recordation.
	Submit one digital copy of signed offering agreement	Confirm all required pieces are submitted and all required signatures are provided on page 6.
	Staff will send back County signed Offering Agreement	Will return when have recorded covenants back from land records.

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Notification	Staff will notify HOC about MPDUs available for HOC and nonprofits to reserve	HOC has 21 days to make reservation of units.
Schedule Training	Schedule sales training with DHCA staff	Schedule training with MPDU Sales Program Manager for onsite sale staff and settlement staff.
Sell units: HOC/Nonprofits Reservation & RSD	Work with DHCA staff to prepare flyer for RSD	Include floor plans, map and text, as requested.
	Receive list of reserved units from HOC	Within 21 days from the date staff sent the notice to HOC, Developer will receive a letter with the HOC and other non-profit reservations
	RSD Held	Staff will hold the RSD and provide developer with a list of selected certificate holders
	Coordinate with HOC and non-profits to finalize their reservation of units	HOC will mail letter of confirmation within 45 days of notification.