

_____, 20____

Director
Department Planning and Development
City of Madison
Madison Municipal Building
215 Martin Luther King Jr. Boulevard, LL100
P.O. Box 2983
Madison, WI 53701-2983

RE: Notice of First Marketing Period Unit/Lot #

Dear _____:

This letter constitutes Notice of the First Marketing Period with respect to the unit or lots described herein, and is given under Section 28.04(26)(e)(6) of the Madison General Ordinances, and the applicable provisions of the Land Use Restriction – Inclusionary Zoning for the above-referred-to Development.

As of _____, 20____ there is a model available for walk thru and or a virtual model available for viewing. The date the first marketing period begins on _____, 200____. In the table below, please find pertinent information relating to the unit or lots, which are the subject of this Notice.

Name of Development/Plat:
Unit/Lot Number:
Street Address:
Approximate Square Footage:
Number of Bedrooms:
Condo Fee if Applicable:
Percent of AMI:
IZ Maximum Purchase Price:
Amenities Included:
Projected Occupancy Date:
Contact/Salesperson:
Contact Information:

[Note: a separate table must be completed for each lot or unit that is included with this Notice.]

Attached is a copy of the MLS listing for this unit showing the pertinent information including the IZ price and the amenities included.

If you have any questions regarding the contents of this Notice, please contact the undersigned. If you receive any inquiries from possible purchasers of this new home, please direct them to contact the salesperson whose contact information appears above.

Sincerely,

[Insert Developer Name]

By: _____

Print Name: _____

Print Title: _____

GJP:kjc

Cc: Ms. Barbara Constans, Madison CDBG Office (via regular mail)
P.O. Box 2985
215 Martin Luther King, Jr. Blvd.
Room 280
Madison, WI 53701-2985

[Note: Delivery by Certified Mail, Return Receipt Requested, or hand delivery, are the only acceptable methods of delivering this Notice]