

**NOTE:** Use this as a template. Refer to the Instructions for Notice of Intent to Sell.

## Notice of Intent to Sell

TO: Tenant, Tenant Committee Member, MMCRC

This notice has been (Check only one):

Personally delivered on \_\_\_\_\_ ("Date of Delivery"). If personally delivered, the "Fifteen-Day Period" shall commence on the first full calendar day following the Date of Delivery.

Mailed via regular first-class mail on \_\_\_\_\_ ("Date of Mailing"). If mailed, the "Fifteen-Day Period" shall begin on the fourth full calendar day following the Date of Mailing.

This is your notification ("Notice") that pursuant to ORS 90.842, the undersigned Owner ("Owner") is providing you with the required following information:

1. The Owner is considering selling the facility.
2. The tenants, through a Tenants Committee, have an opportunity to compete to buy the facility.
3. If the tenants choose to compete to purchase the facility and have not yet formed a Tenants Committee, the tenants must notify the Owner in writing within 15 days of receipt of the Notice the following information<sup>2</sup>
  - a. The tenants' interest in competing to buy the facility.
  - b. The formation or identification of a single Tenants Committee for the purpose of purchasing the facility.
  - c. Name and contact information of the representative of the Tenants Committee.
4. Required property sale and contact information.<sup>1</sup>
5. Contact information for all individuals or agencies that represent the facility owner(s) or landlord agent(s) in marketing or facilitating the sale.<sup>1</sup>

Notices provided by the facility Owner(s) or landlord's agent(s) are valid for one calendar year from the date that the facility Owner(s) or landlord's agent(s) provided notice of intent to sell to Tenants, tenant committees, and the Department.<sup>1</sup>

(a) If the facility is not sold within one calendar year, the facility Owner(s) and landlord agent(s) are required to provide tenants, Tenants Committee, and MMCRC with an updated Notice that meets the requirements of this division.

(b) Updated notification must also be provided to any tenant who was not provided the initial notification.

7. Information about buying a facility is available on the MMCRC website: <https://www.oregon.gov/ohcs/mmcrc/Pages/park-marina-sales.aspx>
8. Contact information for Manufactured and Marina Communities Resource Center:<sup>1</sup>

Phone: 1-800-453-5511  
Email: [hcs.mmcrc@hcs.oregon.gov](mailto:hcs.mmcrc@hcs.oregon.gov)  
Address: MMCRC, OHCS, North Mall Office Building,  
725 Summer St. NE, Suite B, Salem, OR 97301-1266
9. Web links to OARs for tenants affected by the sale of the facility<sup>1</sup>
  - a. Oregon Administrative Rules (OAR) Chapter 813, Division 27:  
<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=3618>
  - b. Oregon Administration Rules (OAR) Chapter 813, Division 65:  
<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=3639>

#### **REQUIRED CONTACT INFORMATION OF THE SELLER:**

Name of Park: \_\_\_\_\_

Address of Park: \_\_\_\_\_

Seller Name: \_\_\_\_\_

Seller Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

#### **References**

<sup>1</sup> Oregon Administrative Rules Division 813, Chapter 65, 103

<sup>2</sup> ORS 90.842, ORS 90.844