



Notice of Offer to Sell or List for Sale a Manufactured Home Park

To: Park Tenants

From: Park Owner

Date: _____

This serves as a written notice that _____ is being offered for sale or will be listed for sale on _____. (PARK NAME)
(Date)

The Virginia Manufactured Home Lot Rental Act provides (with some exceptions) that the owner (the "Park Owner") of a manufactured home park (the "Park") provide written notice ("Notice of Offer to Sell or List") to the each tenant of a lot in the Park (the "Park Tenants) if the Park Owner offers to sell the Park or to list the Park for sale. At the same time the Park Owner sends the Notice of Offer to Sell or List to each of the Park Tenants, 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 55.1-1308.2 of the Code of Virginia <https://law.lis.virginia.gov/vacode/title55.1/chapter13/section55.1-1308.2/>)

The Department keeps the Notice of Offer to Sell or List 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 (the "Notice of the Park Sale to a Third Party"), is no longer offered for sale or the transaction does not go to settlement. The Park Owner is required to give the Notice of Offer to Sell or List at least 90 days prior to accepting an offer.

The relevant information about the Park is listed on the second page. (<https://law.lis.virginia.gov/vacode/title55.1/chapter13/section55.1-1308.2/>)

Certificate of Giving Notice (Pursuant to Sections 55.1-1200 and 55.1-1201)

I hereby certify that a copy of this Notice of Offer to Sell or List was: () mailed by regular mail, postage prepaid, () hand-delivered or () e-mail, if so permitted by the Lease Agreement, to the Tenant(s) renting a lot at:

_____, Virginia _____, this _____ day of _____, 20____.
(PARK ADDRESS)

Name of Park Owner

Authorized Representative

Printed Name of Authorized Representative

Relevant Information:

Park Name _____

Park Address _____, Virginia _____
(Zip Code)

Number of lots _____

Price \$ _____

Name of Park Owner _____

Address _____, Virginia _____
(Zip Code)

Email _____

Phone _____

Contact for Info _____

Address _____, _____, _____
(State) (Zip Code)

Email _____

Phone _____

Copy To: Virginia Department of Housing and Community Development



Notice of Receipt of Offer by a Third Party to Purchase a Manufactured Home Park

To: Park Tenants
From: Park Owner
Date: _____

This serves as a written notice that _____ has received an offer to purchase.
(PARK NAME)


The Virginia Manufactured Home Lot Rental Act provides (with some exceptions) that the owner (the "Park Owner") of a manufactured home park (the "Park") provide written notice to the each tenant of a lot in the Park (the "Park Tenants") if the Park Owner is in receipt of an offer from a third party to purchase the Park ("Notice of Receipt of Offer to Purchase") and accepts such offer. Prior to accepting the offer, the owner of the manufactured home park must consider other offers to purchase the Manufactured Home Park from a tenant group representing at least 25% of the tenants with a valid lease. At the same time the Park Owner sends the Notice of Receipt of Offer to Purchase to each of the Park Tenants, 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 55.1-1308.2 of the Code of Virginia <https://law.lis.virginia.gov/vacode/title55.1/chapter13/section55.1-1308.2/>).

The Department keeps the Notice of Receipt of Offer to Purchase 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 (the "Notice of the Park Sale to a Third Party"), is no longer offered for sale, or the transaction does not go to settlement. The Park Owner is required to give the Notice of Receipt of Offer to Purchase and include in any such purchase contract a provision that states that the purchase contract is contingent upon the Park Owner considering any offers from a tenant group, representing 25% or greater of existing tenants, received by the Park Owner within 60 days after the date the Notice of Receipt of Offer to Purchase is given to the Tenants. The relevant information about the Park and the purchase contract are listed on the second page.

Certificate of Giving Notice (Pursuant to Sections 55.1-1200 and 55.1-1201)

I hereby certify that a copy of this Notice of Receipt of Offer to Purchase was: () mailed by regular mail, postage prepaid, () hand-delivered or () e-mail, if so permitted by the Lease Agreement, to the Tenant(s) renting a lot at:

_____, Virginia _____, this _____ day of _____, 20____.
(PARK ADDRESS)

Name of Park Owner


Authorized Representative

Printed Name of Authorized Representative

Relevant Information:

Park Name _____

Park Address _____, **Virginia** _____
(Zip Code)

Number of lots _____

Price \$ _____

Name of Park Owner _____

Address _____, **Virginia** _____
(Zip Code)

Email _____

Phone _____

Contact for Info _____

Address _____ / _____ / _____
(State) (Zip Code)

Email _____

Phone _____

Copy To: **Virginia Department of Housing and Community Development**