

Letterhead

<date>
<name>
<address>
<City>

Dear <name>,

I am writing on behalf of the [municipality]. When you purchased your home, an affordable housing restriction or deed rider was placed on the property to ensure that your home would continue to be affordable. This deed rider creates an obligation between you and the Monitoring Agent to comply with the restrictions in your deed.

The City is performing its annual review to ensure compliance with your deed restrictions, including providing pro-active monitoring services to preserve and protect each Town's affordable housing. **In order to comply with your deed restriction, you are required to fill out and sign the enclosed self-certification of compliance and return it by <date>.**

Please note that the Monitoring Agent, as identified in your deed rider, provides several functions in support of your home, such as authorizing refinancing, establishing the selling price of your unit, finding an eligible buyer should you decide to sell your unit, and approving capital improvements to your unit that you wish to be considered toward your resale price. **It is essential to inform your Monitoring Agent when you would like to begin the process of selling your unit, and before you may close on a new first or second mortgage to ensure that you stay in compliance with your deed rider.** Please contact us at <name, email, phone>.

Affordable housing is a hallmark of our community, and <town> is committed to preserving the units we have as well as finding new opportunities to increase our stock of affordable housing. Owners of affordable homes are an important asset to our efforts, and we encourage you to publicly voice your support for affordable housing projects – at Town Meeting and other forums.

Please complete and return the second page of this letter **before <date>** in the enclosed stamped envelope. Please contact me for any questions or assistance at <name, email, phone>.

Sincerely,