



## City of Annapolis

Department of Planning & Zoning

145 Gorman Street, 3<sup>rd</sup> Fl  
Annapolis, MD 21401-2535

[PlanZone@annapolis.gov](mailto:PlanZone@annapolis.gov) • 410-263-7961 • Fax 410-263-1129 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

### MODERATELY PRICED DWELLING UNIT (MPDU) SALES PROCESS

The sales process for an MPDU is a private transaction between the Seller (Developer or agent) and the MPDU “Certificate of Eligibility” holder. Only an individual or household with a valid “Certificate of Eligibility” is authorized to purchase a MPDU. The eligibility certificate holder is the “prospective buyer” in the sales process. While ACDS certifies program participants as eligible, the City of Annapolis provides the names of prospective buyers to the Seller. The City of Annapolis does not act as an intermediary, or involve itself in the sales process.

When the City of Annapolis receives a “Certificate of Eligibility” from ACDS, a separate notification letter (sample attached) for each property for sale is sent to the certificate holder. Included in the letter is an Interest Form (sample attached). The Interest Form is the prospective buyer’s notification to the City of Annapolis that they are interested in purchasing a specific property. It also provides the seller of the property with the contact information for the prospective buyer. The prospective buyer returns the interest form to the City of Annapolis for each property for which they have an interest in purchasing. The City of Annapolis sends the interest form(s) to the seller who then contacts the certificate holder.

The prospective buyer must provide a "Certificate of Eligibility" and the certificate for the home buyers classes (sample attached) prior to signing a sales contract. Each MPDU purchaser must qualify for and secure mortgage financing.

The following forms are required for each purchase of an MPDU:

At the time of Sales Contract Signing:

- the original copy of the [Purchaser's Certification](#) form
- the original copy of the purchaser's [Acknowledgement of Receipt of Covenants](#)
- the purchaser's original [Certificate of Eligibility](#) from the MPDU office
- the purchaser's original home purchaser's Homeowners classes Certificate
- a copy of the initial sales contract or agreement

The above forms must be sent to the City of Annapolis within 30 days of the sales contract signing.

After Settlement (within 45 days):

- a copy of the final settlement sheet
- a copy of the two-party deed
- a copy of the financing statement recorded against the proceeds of sale

# *Certificate of Eligibility*

Number \_\_\_\_\_ Provided by COA



The applicant named below has met the income requirements outlined in Ordinance 7-03 and is, therefore eligible to participate in Moderately Priced Dwelling Unit Offerings.

Issued to: Happy Homeowner  
**410-222-7600 X 130**

Month Date, Year

*This Certificate is not transferable*

Expiration Date

Kathleen M. Koch, Executive Director  
Arundel Community Development  
Services Inc.

CITY OF ANNAPOLIS  
Department of Planning and Zoning  
145 Gorman Street  
Annapolis Maryland 21401

# *Graduation Certificate*

This Certificate is awarded to

**Perspective Home Buyer**

From a HUD approved Housing Counseling Agency

**Homeownership Counseling Program**

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**Expiration Date**

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**Executive Director**



## City Of Annapolis

### MPDU INTEREST FORM PLEASE PRINT CLEARLY AND COMPLETELY PLEASE FILL IN ALL BLANKS

October 12, 2016

Please notify our office of any address changes, job changes, etc., on separate letter. P.O. Box numbers are not acceptable on this form.

SUBDIVISION: **Boucher Place**

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY

STATE

ZIP

PHONE HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ MOBILE: \_\_\_\_\_

ANNUAL INCOME: \$ \_\_\_\_\_ NUMBER IN HOUSEHOLD: \_\_\_\_\_

CERTIFICATE EXPIRATION DATE: \_\_\_\_\_

I am **NOT** interested in this property because \_\_\_\_\_.

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



## City of Annapolis

### DEPARTMENT OF PLANNING AND ZONING

145 Gorman Street, 3<sup>rd</sup> Floor, Annapolis, Maryland 21401

Chartered 1708 Annapolis 410-263-7961 • FAX 410-263-1129 • MD Relay (711)

C. Peter Gutwald, AICP  
DIRECTOR

October 12, 2016

Mr. Homebuyer  
Your address  
Annapolis, Maryland 21401

Dear Mr. Homebuyer,

At this time the Planning and Zoning Department has been notified that there are units available for sale at the subdivision listed below. You have the opportunity to buy a unit during the 90-day priority period that begins on July 1, 2012 and ends September 30, 2012. You will be required to submit your Certificate of Eligibility and your Homebuyer Classes Certification to the builder before you sign a sales contract.

Subdivision: **Boucher Place (36 Boucher Place Annapolis, MD 21403)**  
Builder: Basheer/Edgemoore-Lonergan  
Sales Office Location: 36 Boucher Place  
Annapolis, Md. 21403  
# of MPDU's Available: 3  
Contact Person: Melanie Green-Karol  
[mgreenkarol@basheerandedgemoore.com](mailto:mgreenkarol@basheerandedgemoore.com)  
Phone Number: 703-608-7965  
Description: Town homes: 1 car garage 2 bedroom, 1 bathroom  
Sales Price: \$XXXXXX

These MPDUs will be sold on a first come first served basis. If you are interested in purchasing a unit in this development and want us to put your name on the interest list, please send back the attached form by August 6, 2012 to:

Department of Planning and Zoning, 3<sup>rd</sup> Floor  
Community Development Division  
145 Gorman Street, Annapolis, Maryland 21401

Attention: Theresa Wellman

We are also requesting that you return the form if you are NOT interested and the reason. This information will help with us with developing program guidelines.

The builder will contact you after being notified of your interest. Please note that the price does not include customary closing costs, permanent financing costs such as loan, discount points, commitment fees, buy downs, etc. Please be reminded that besides your monthly mortgage payment, you will be required to pay a monthly condominium fee if you chose to purchase one of these units. In addition to the condominium fee, you must pay for homeowners insurance and property taxes.

You are not required to use the financing offered by the builder. Financing may be available from other competitive sources. Below market financing and help with settlement expenses is available through the Maryland Department of Housing and Community Development. For more information about this program, please go to [www.mdhousing.org](http://www.mdhousing.org) or call 1-800-638-7781. Arundel Community Development Services (410-222-7600) also provides mortgage assistance to income eligible buyers. If you have a mortgage pre-qualification letter for the sales price of the unit, it will speed up the sales process.

Please be aware that the federal Fair Housing Law states that it is illegal to discriminate in the rental, sale or financing of housing on the basis of race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). If you have questions regarding the Fair Housing Law, you may contact the City's Human Relations Commission at 410-263-7998.

Sincerely,

Theresa C. Wellman  
Chief of Community Development

Enclosure