

**ATTACHMENT "B"**  
**FORM2**  
**APPROVAL REQUEST**

\_\_\_\_\_, 20\_\_

City of Scotts Valley  
One Civic Center Drive  
Scotts Valley, CA 95066  
Attention: Community Development Director

Re: Request for Approval of Proposed Transferee

To Whom It May Concern:

The undersigned is the owner of real property in Scotts Valley, located at \_\_\_\_\_  
----- **the** "Residence").

The Owner now desires to transfer the Residence and by this letter is requesting the City to approve the proposed transferee.

1. Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_

2. The terms of the proposed transfer are:

(a) Sales price of \$ \_\_\_\_\_. This sales price is based upon the lesser of [check one]:

\_\_\_ (i) Fair market value; or

\_\_\_ (ii) The Option Sales Price.

The price of any personal property being sold by the owner to the proposed transferee is: \$ \_\_\_\_\_ (if none, so state);

(b) The price of \$ \_\_\_\_\_ to be paid by the proposed transferee for any services of Owner (if none, so state);

(c) All other amounts of money or other consideration, if any, concerning the Residence or any other matter to be paid by the proposed transferee to the Owner: \$ \_\_\_\_\_ (if none, so state);

3. The proposed transferee represents and warrants the following:
  - (a) The Residence will be the principal residence of the proposed transferee;
  - (b) The combined maximum annual income for all household members (household size of \_\_\_\_ persons) of the proposed transferee is \$ \_\_\_\_\_; and
  - (c) The proposed transferee will deliver, to the City, a signed financial statement on a form acceptable to the City.

4. The proposed transferee household consists of the following person(s) who will reside in the Residence:

Adults (18 and over)- [name of each]

\_\_\_\_\_

Minors (under 18) - [name of each]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. The proposed transferee must submit to the City, on a form available from the City, an income certification so the City may determine if the proposed transferee is an Eligible Person.
6. A true and correct copy of the agreement between the owner and the proposed transferee is attached hereto.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

OWNER:

OWNER:

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

[print or type]

Telephone: -1.-----1-----

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

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

[print or type]

Telephone: ,\_ ---J. \_\_\_\_\_

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

PROPOSED TRANSFEREE:

PROPOSED TRANSFEREE:

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

[print or type]

Telephone: ,\_ ,\_\_\_\_ -----

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

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

[print or type]

Telephone: -1.----.L-----

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