

# SINGLE-FAMILY ELIGIBILITY PROGRAMS (SFEP) SELLER'S OCCUPANCY CERTIFICATION



**TO BE COMPLETED AND SIGNED BY THE SELLER OF THE PROPERTY.**

I/we, am/are the Seller(s) of the property located at:

\_\_\_\_\_, \_\_\_\_\_, Texas \_\_\_\_\_  
Address City Zip

Regarding the property referenced above, I/we certify that: (Please mark all that apply below.)

- This property is unoccupied vacant land (no structure).
- This property is owner occupied and has no tenants.
- No tenant(s) has/have occupied the property for a period of one year prior to the date of this purchase or option to purchase contract.
- The property is not occupied, but personal property owned by a person (or entity) other than the owner is located at the site.
- The property is not tenant occupied.
- This property did have a tenant or tenants who moved within the past year but was not asked to move in relation to this proposed acquisition transaction. The reason the tenant (or tenants) moved within the past year is explained on an attached page. (Please attach.)
- The property is tenant occupied, and I/we agree to allow egress/ingress to the site so that required notices can be delivered to each occupant, and that each occupant can be surveyed to determine their replacement housing and/or re-establishment needs and related moving costs.

**NOTICE: After the buyer applies for federal funding, any potential tenant who seeks to rent in the project must be issued a Move-In Notice (MIN) before executing a lease. The MIN must be signed by both the potential tenant and property owner or property manager. Otherwise, the project will incur liability for relocation costs if the tenant is found to be eligible as a displaced person. Failure to obtain a fully executed MIN may jeopardize the funding of this project.**

\_\_\_\_\_  
Firm/Organization Name

\_\_\_\_\_  
Print Seller Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Seller Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date