



City of Tampa

Jane Castor, Mayor

Planning & Development Housing & Community Development Division

4900 W. Lemon St.
Tampa, FL 33609

Office: (813) 274-7940

Fax: (813) 274-7941

Dear Sir/Madam,

Thank you for your interest in the City of Tampa's Affordable Housing Inventory. Below please find the documentation we will need along with a cover letter requesting the lot and stating your intentions for the property once transferred (i.e. construct new primary residence, expand existing adjacent lot, etc.)

- Property must benefit a low-moderate income buyer as evidenced by the sales contract and household income verification. Low-moderate income is defined as equal to or below 140% of median income per the LHAP.
- Property must be redeveloped as affordable housing (Sales price cannot exceed \$150 per Sq. Ft).
- Property to be redeveloped as a minimum 1200 sq. ft. heated single family home.
- Purchaser must obtain City Housing and Community Development (HCD Design guidelines) approval of the building plans prior to property transfer.
- Purchaser must provide construction schedule/ Construction timeline/ Architectural Plans and building permit.
- Purchaser is to provide a scope of work write-up to be reviewed and approved by HCD staff or its designee prior to property transfer.
- If the buyer is not identified prior to the request, purchaser must provide a marketing plan.
- Purchaser must show evidence of funding commitment to complete the new home construction (i.e. Detailed construction cost estimate from a licensed General Contractor and bank funding commitment letter, bank statement, grant agreement to support the construction of the home).

If you have any questions regarding any of the required documentation, please feel free to call at (813) 274-8627 or email at Denise.Papajorgji@tampagov.net. Upon receipt of the complete and eligible packet, staff will prepare a memo and submit your request for approval.

Thank you again for your interest in the City of Tampa's Affordable Housing Inventory.