

**RIGHT OF FIRST REFUSAL (ROFR)
RESIDENT NOTICE**

Development: _____	Property Address: _____
Resident/Tenant Name(s): _____	Date Notice Provided: _____
Response Deadline: _____	Unit/Home No. (if applicable): _____

Dear [Resident/Tenant Name]:

As provided under your lease agreement and/or applicable homeownership requirements for the Development, you are being provided an opportunity to exercise your Right of First Refusal (ROFR) regarding the property in which you currently reside. Please carefully review this notice and indicate your decision below.

1. PROPERTY AND PURCHASE INFORMATION

Property Address: _____
Purchase Price: \$ _____
Proposed Terms/Conditions or Additional Purchase Information: _____ _____

2. TIME TO RESPOND

You have a minimum of thirty (30) days from the date this notice is provided to indicate whether you wish to exercise or decline your Right of First Refusal.

Notice Date: _____	Response Deadline: _____
Return To (Name/Entity): _____	Telephone: _____
Mailing Address/Email: _____	

3. RESIDENT ELECTION

Please select **ONE** of the following options:

☐ **OPTION 1 - I ACCEPT AND WISH TO EXERCISE MY RIGHT OF FIRST REFUSAL**

I wish to exercise my Right of First Refusal and proceed with the process of purchasing the property in which I currently reside. I understand that selecting this option documents my interest in proceeding with the purchase and that additional documentation and steps may be required before the purchase can be completed.

☐ **OPTION 2 - I DECLINE TO EXERCISE MY RIGHT OF FIRST REFUSAL AT THIS TIME**

I do not wish to exercise my Right of First Refusal under this notice at this time. I understand that declining the opportunity provided by this notice will not, by itself, place me in violation of my current lease agreement.

4. RESIDENT ACKNOWLEDGMENT

- I received this ROFR Resident Notice and was provided at least thirty (30) days to respond.
- I was provided information regarding the property and the opportunity being presented to me.
- I had an opportunity to ask questions regarding this notice and the process.
- My selection above reflects my decision regarding the Right of First Refusal presented through this notice.
- I understand that exercising the ROFR may require additional steps before a purchase and closing can occur.

Resident/Tenant Name: _____	Co-Resident/Tenant Name (if applicable): _____
Resident/Tenant Signature: _____	Co-Resident/Tenant Signature: _____
Date: _____	Date: _____

5. FOR OWNER/MANAGEMENT USE ONLY

Method of Delivery: _____	☐ Hand Delivery ☐ Certified Mail ☐ Regular Mail ☐ Email ☐ Other: _____
Date Delivered/Sent: _____	_____
Date Resident Response Received: _____	_____
Resident Election: _____	☐ Exercise ROFR ☐ Decline ROFR ☐ No Response Received by Deadline

Owner/Management Representative: _____

Signature: _____

Date: _____