



## Guide to Selling Your Below Market Rate Property

1. **Request to Sell.** Submit an Intent to Transfer form to the Housing Division through <https://authentication.dublin.ca.gov/> or [HousingInfo@dublin.ca.gov](mailto:HousingInfo@dublin.ca.gov).
2. **Selling Price.** Receive your official selling price and seller's package within 30 days of submitting your Intent to Transfer form.
3. **Enter into a Listing Agreement.** Your realtor must be licensed by the California Bureau of Real Estate. The buyer and seller must have two different agents, but they can be from the same brokerage. Please provide your executed listing agreement to the Housing Division.

*City of Dublin Preferred BMR Realtor\**

**Ernest Reyla**, Realtor  
Century 21 Masters  
(707) 673-6633 - Cell  
DRE Lic. # 01522974

**Serianna Jenab**, Real Estate Broker  
(925) 708-8108  
[Serianna.jenab@gmail.com](mailto:Serianna.jenab@gmail.com)  
DRE Lic.# 01927456

4. **Order a Home Inspection Report.** Make sure your home inspection report includes your HVAC unit. The City will review your home inspection report and let you know which repairs must be completed before closing.
5. **List your Home on the MLS.** Your realtor must obtain approval from the City to list your home and use the required MLS language provided by the City. Your realtor must notify the City as soon as the listing is live on the MLS. Refer to the BMR Good Faith Marketing Efforts handout for more details.
6. **Professional Showings.** A minimum of two open houses are required: one on a weekday evening (i.e., 5:00 p.m. to 7:00 p.m.) and one on a weekend day. Individual showings are also required.
7. **BMR Prequalification and Lender Preapproval Due Date.** The due date is a minimum of five (5) business days after the second open house. Interested buyers should submit their BMR Prequalification Application and Lender Preapproval directly to the City of Dublin Housing Division at [HousingInfo@dublin.ca.gov](mailto:HousingInfo@dublin.ca.gov).
8. **City Ranks Applicants by Preference Points.** The City will invite the applicant with the highest number of Dublin preference points to apply for the BMR program within three (3) business days after the BMR Prequalification due date.

**City Council**  
925.833.6650

**City Manager**  
925.833.6650

**Community Development**  
925.833.6610

**Economic Development**  
925.833.6650

**Environmental Services**  
925.833.6630

**Parks & Community Services**  
925.833.6645

**Public Works**  
925.833.6630

**100 Civic Plaza**  
Dublin, CA 94568  
P 925.833.6650  
F 925.833.6651  
[www.dublin.ca.gov](http://www.dublin.ca.gov)



The City will choose the next highest-ranked applicant if the applicant doesn't qualify. If none of the applicants have preference points or if there is a tie, the City will rank by lottery or by the date the prequalification application was received.

9. **Applicant Completes BMR Application.** The City will issue approval or denial within ten (10) business days of receiving a completed application.
10. **Execute a Purchase Contract.** Once the City identifies a qualified applicant, the seller and buyer will be notified. A purchase agreement will be ratified. Contingencies should be set for the maximum time allowed.
11. **Closing.** Allow for a 30-day closing after the purchase contract is executed.

#### CLOSING COSTS

**Seller Pays:** 100% of the seller and buyer realtor commission fees, hazard report, county transfer tax, seller HOA fees, seller escrow fees, City Administrative Fee (\$4,026), home inspection report, required home repairs from the inspection report, and any requirements by the City of Dublin Building Division.

**Buyer Pays:** Buyer escrow fees, owner's title policy, and HOA fees related to the buyer.

If you have any questions, contact the City of Dublin Housing Division at [HousingInfo@dublin.ca.gov](mailto:HousingInfo@dublin.ca.gov) or (925) 833-6610.