**ATTACHMENT A-1: SAMPLE NOTICE OF INTENT TO BEGIN MARKETING**

[Company Letterhead]

Date:

Director of Marketing

NYC Department of Housing Preservation and Development

100 Gold Street, Room 7-K1

New York, New York 10038

Submit via: https://a806-housingconnectadmin.nyc.gov/AdminWeb/

Re: Notice of Intent to Begin Marketing

Project Name:

Project Address:

Number of Units:

Project AMI’s:

Dear Director of Marketing:

This project is nearing completion, and we expect units to be available for occupancy on , 20 . We propose, subject to your approval, that the following entity be responsible for marketing the affordable units in this project:

A summary of qualifications is attached in *Attachment A-2, Request for Approval of Marketing Agent.*

We are also requesting a marketing meeting. Please call to schedule this meeting. If there are any questions on the above, please contact:

Name:

Address:

Phone: Email:

Sincerely,

[NAME/TITLE]