



Loudoun County, Virginia

www.loudoun.gov



Department of Family Services

102 Heritage Way, N.E., Suite 103, Leesburg, VA 20177-7400

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(703) 777-0353 • Fax: (703) 737-8411

SELLER'S GUIDE TO RESALES

If you would like to sell your home, you need to contact the ADU Purchase Program Specialist via e-mail. You need to inform him/her of your intent to sell your home and of any home improvements you may have made to the home. Information on reimbursable home improvements can be found on the resale webpage. After contacting the ADU Purchase Program Specialist, you will need to provide the following information via certified mail indicating your intent to sell:

- Address
- Phone number
- Best time to contact
- E-mail address
- Property description to include number of bedroom, number of baths, finished square footage, monthly condo or HOA fee and what it includes, information in reference to special features like a finished basement, garage, deck, patio, fence, etc.
- Pictures of the front and rear of the home

Once this information is received, the ADU Purchase Program Specialist will enter the information into the ADU Sales Website.

The ADU Purchase Program Specialist will enter the sales price of your home into the ADU Sales Website and approve the listing. Once the listing is approved, the home will be available for purchasers to view the listing information and electronically show interest in the property.

An e-mail will be sent to your attention from the ADU Purchase Program Specialist with the contact information of the interested ADU Certificate Holders. As the Seller, you will be responsible for contacting each individual in the order that is provided. Prospective Purchasers must view the home prior to submitting a contract.