

CHECKLIST FOR SALE/LEASE OF UNIT

DATE: _____

OWNER: _____

UNIT# _____

REALTOR: _____

This checklist is to remind you of the requirements which must be met when a unit is for sale, lease or otherwise transferred. Please make sure your selling agent is aware of these requirements. Please **give this packet to your realtor** and ask them to contact the Town House office with their name and phone number to be placed on the Units for Sale list.

THE FOLLOWING FORMS SHOULD BE COMPLETED AND TURNED IN TO THE OFFICE (WITH THE CONTRACT OR LEASE) AT LEAST 30 DAYS PRIOR TO THE PROPOSED CLOSING DATE. The Board of Directors has 30 days after all forms are submitted to complete the approval process.

1. **CONTRACT/LEASE/TRANSFER-** All owners/realtors are required to furnish a copy of any lease agreement or contract for purchase to the Board of Directors at **least 30 days prior to proposed closing or transfer. all forms are submitted** to complete the approval process.
2. **APPLICATION FOR RESIDENCY** – The “Application for Residency” must be completed and submitted prior to the Board of Directors approving the transfer.
3. **RESIDENT SCREENING INQUIRY FORM - All occupants of the unit over the age of 18 are required to fill out the enclosed “Resident Screening Inquiry Form” and attach a copy of their drivers license for criminal background check and credit check.**
4. **BACKGROUND CHECK FEE – All owner/occupants over the age of 18 are required to submit a background check and credit history fee of \$35.00 in the form of a check or money order payable to: THE TOWN HOUSE CONDOMINIUM ASSOCIATION** prior to the least/transfer moving forward.

There is an Ownership Transfer/Move Out Fee of \$150.00, which must be paid by the seller/renter prior to moving/closing. The new owner/renter is responsible for the Move-In Fee of \$150.00 payable before or at moving/closing date.

All window coverings visible from the exterior must be uniform throughout the building. **Blinds must be replaced with vertical blinds that meet Home Owner Association specification before the unit can be sold. Please contact the office for a description of the vertical blinds that meet HOA specifications. If you have questions or concerns please contact the office for an inspection of the current blinds.**

The seller **MUST** disclose any delinquent or past due fees to all agents and potential buyers. Copies of our "Security Procedures" and "Rules and Regulations" are also enclosed. Please have the new resident(s) read and agree to abide by the building rules and regulations, security procedures, and bylaws as required by the application for residency.

Please submit **all of the above required forms, with the contract or lease agreement**, and return all information the Town House office **30 days prior to proposed closing/transfer.**

Please confirm with the office personal prior to closing, closing date, transfer of keys, moving date (elevator reservation), etc. In addition, please provide a **mailing address** (if it has changed) for all Town House correspondence until the closing date/transfer.

If you have any questions, please contact Alyssa Herzing, Administrative Assistant to the Board of Directors.

Thank you,

Town House Board of Directors

(revised 02-18-2021)