

condohome, limited

serving condominium and homeowner associations

po box 360426 strongsville.ohio.44136

phone 440.572.7649 fax 866.743.3451 www.condohome.net

Dear Homeowner:

Please review the enclosed materials as you prepare for the sale of the ownership interest in your home. Please give a copy of this letter to the final purchaser, lender, escrow agent and real estate agent (if any). Your cooperation will help us to contribute to this transaction in timely manner.

WHEN THE HOME SELLS:

Please complete and return the *Notification of Sale* form to us immediately after the purchase has applied for a loan, but **at least 20 days prior to closing**: *Please do not wait until the purchaser's loan has been approved as this will delay your transaction.*

ASSOCIATION PROCESSING OF THE SALE:

The Association, after receiving the *Notification of Sale* form, will notify the escrow agent of the account balance, respond to lender and appraiser inquiries and request a certificate of insurance.

OTHER IMPORTANT INFORMATION:

The association's current budget and/or accountant's report has previously been made available to you and should be made provided to prospective purchasers and lending institutions on request.

Utilities

Water and sewer usage charges are billed directly to the unit owner by the utility providers.

Lender Questionnaires and Financing Arrangements

These documents should be sent to us at: PO Box 360426, Strongsville OH 44136, via the e-mail communications link at our website noted above or by fax. Questionnaires will not be completed until the *Notification of Sale* form has been received.

Rental Restrictions

The sale of your home at your Association may be restricted to an owner-occupant only. Sales for investment or speculative purposes in these instances are prohibited. Contact us for your Association's specific provisions.

Assessment Balance

You must bring your account up to date and have any lien of the association released prior to sale. You must continue to pay monthly maintenance fees, due on the first day of the month, through closing.

Real Estate Brokers

It is recommended that the obligations of providing documents to the Association be included in your listing agreement. However, the homeowner is ultimately responsible for seeing that the Association receives all necessary documentation in a timely manner and for any consequences that occur due to a delay in providing this information.

Transfer Fee

A transfer fee will be assessed for services rendered to facilitate the transaction. Additional fees are assessed when: notification of sale not received in a timely manner, special requests required to obtain documents, maintenance items require attention, fees not current, or extraordinary services are required (Notary, special documents, etc.)

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NOTIFICATION OF SALE

Please complete and return at least 20 days prior to the proposed closing date. Use full legal names and provide complete mailing addresses including ZIP Codes. Do not wait for final loan approval or loan and escrow number assignment as this will cause delays.

ADDRESS _____

UNIT # _____ Permanent Parcel # _____ Sale Price \$ _____

SELLER _____ PHONE _____

FORWARDING ADDRESS _____

PURCHASER _____ PHONE _____

ADDRESS _____

PURCHASER'S MORTGAGE HOLDER _____

ATTN: _____ E-Mail _____

ADDRESS _____ PHONE _____

_____ FAX NUMBER _____

LOAN NUMBER _____

ESCROW AGENT _____

ATTN: _____ E-Mail _____

ADDRESS _____ PHONE _____

_____ FAX NUMBER _____

ESCROW NUMBER _____

TENTATIVE TITLE TRANSFER DATE _____

(Association Use) RCD _____ OTT _____ TTD _____

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DECLARATION AND BY-LAWS PURCHASE ORDER

The Declaration of Condominium Ownership and By-laws of the Association are public documents and may be reviewed and copies may be obtained the same day from the office of the Cuyahoga County Recorder, 2079 E. 9th Street, Cleveland OH 44115.

Association Corporate records are available from the Ohio Secretary of State.

If there are no time constraints, copies of certain governing documents may also be purchased from the Association by **mail order only**. All orders must be **prepaid** and require 10-14 business days for processing. You may receive the documents by fax or Internet viewing of a printable Adobe Acrobat PDF document.

___ Declarations, Bylaws and Amendments @ \$25.00

___ Rules and Regulations only @ \$5.00

___ Amendments Only @ \$5.00

___ Association Articles of Incorporation @ \$5.00

Delivery:

___ Mail

___ Fax to (_____)_____

___ Internet E-Mail : _____@_____

ASSOCIATION _____

NAME _____

ADDRESS _____

Send check or money order payable to:

condohome limited
PO BOX 360426
Strongsville OH 44136