

condohome, limited

serving condominium and homeowner associations

po box 360426 strongsville.ohio.44136

phone 440.572.7649 fax 866.743.3451 www.condohome.net

service@condohome.net

We will supply necessary information related to the sale and the Association to the appropriate parties upon receipt of certain information.

The Association must receive the following document prior to closing:

- *Notification of Sale*
- *Copy of Purchase Agreement (Only in Associations with Right of First Refusal)*

ASSOCIATION PROCESSING OF THE SALE:

After receiving the **Notification of Sale** form, we will provide the account balance to the escrow agent, respond to lender and appraiser inquiries and request a certificate of insurance.

OTHER IMPORTANT INFORMATION:

Insurance Certificates

Certificates of insurance are sent directly from the insurance company to the purchasers' mortgage holder.

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

Lender and Escrow Agent Questionnaires

These documents should be sent to us at: **condohome, limited** PO Box 360426, Strongsville OH 44136, faxed to (866) 743-3451 or by e-mail. Questionnaires will not be completed until the **Notification of Sale** form has been received.

Ownership Documents

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. Requests for copies of the Declarations and By-laws from management (by mail order only) are fulfilled upon receipt of the order form and payment provided for your convenience.

Limited Common Elements

The association will levy a special assessment and withhold funds at settlement necessary to correct maintenance items or architectural standards that are not in compliance.

Maintenance Fee Balance

The seller must bring their account up to date and have any lien of the association released prior to sale.

Rental of Units Declaration Amendment

All Associations have recorded provisions that require that the sale must be to an owner-occupant **ONLY**. Sales for investment or speculative purposes are prohibited.

Broker Responsibilities

To avoid delays, please make sure that any co-brokerage agent, escrow agent and lender is aware of the information herein and that documents are provided to us in a timely manner. Please provide a copy of this letter to the lender and escrow agent to expedite processing of the sale.

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NOTIFICATION OF SALE

Please complete and return at least 20 days prior to the proposed closing date (30 days if Right of First Refusal is a provision of the Declaration). 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: _____ FAX NUMBER _____

ADDRESS _____ PHONE _____

_____ E-MAIL _____

LOAN NUMBER _____

ESCROW AGENT _____

ATTN: _____ FAX NUMBER _____

ADDRESS _____ PHONE _____

_____ E-MAIL _____

ESCROW NUMBER _____

TENTATIVE TITLE TRANSFER DATE _____

(Association Use) RCD _____ OTT _____ TTD _____

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DECLARATION AND BY-LAWS PURCHASE ORDER

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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