

TOWN HOUSE CONDOMINIUM ASSOCIATION

718 S. Seventh Street Springfield, IL 62703
Phone: 217/544-7491 Fax: 217/544-7495

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 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 the proposed closing/transfer.** In addition, **proof of new ownership with a copy of the Deed must also be furnished to the Board.** Purchaser must indicate if unit will be **owner occupied or leased** (leasing must be approved by the Board of Directors to insure Rule #3 of the Rules and Regulations, dealing with limited percentage (15%) of total units rented, is in compliance **prior to lease**).

2. **ACRAnet BACKGROUND CHECK AUTHORIZATION FORM – All buyers/renters/occupants over the age of 18 are required to fill out the ACRAnet Authorization Form, have this form NOTARIZED attach a copy of their drivers license) for criminal background and reference information.**

3. **CREDIT REPORT WITH TOTAL NUMBER SCORE - All potential buyers/renters/occupants over the age of 18 must furnish a recent (within the last 30 days) ORIGINAL (NOT COPIED, FAXED OR EMAILED) credit report secured from their bank or other legitimate report service, which shows their TOTAL NUMBER credit score.**

4. **CREDIT REPORT REQUIREMENT FORM - The Credit Report with Total Number Score should be attached to the “Credit Report Requirement” form (signed).**

5. **APPLICATION FOR RESIDENCY** - The “Application for Residency” must be completed and submitted prior to the Board of Directors approving the transfer.

6. 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".

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There is an Ownership Transfer/Move Out fee of \$50.00, which must be paid by the seller/renter prior to moving/closing. The new owner/renter is responsible for the Move In Fee of \$125.00.

All window coverings visible from the exterior must be uniform throughout the building. **The original sun drapes must be replaced at the current owner's expense with vertical blinds that meet Home Owner Association specifications before the unit can be sold.** Please contact the Building Engineer for a description of the vertical blinds that meet HOA specifications. (Amended 6/22/07)

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, regulations, security procedures and bylaws.

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

Please confirm with the Building Manager, 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 Judy Patton, Administrative Assistant to the Board of Directors.

Thank you,

Town House Board of Directors

(revised 6/23/15)