

Cortland Farms Condominium Association

3020 Hawthorne Dr.
Bay City, MI 48706

Home for Sale

Regulation 10 –Sale of Unit.

Co-owners or their representatives selling a condo are required to notify the Board of Directors before placing a For Sale sign by submitting this form.

- 1) At the time the unit is placed for sale, the Association will inspect the exterior of the unit for damage. At that time, the Association will repair all exterior damage for which it is responsible. In accordance with Regulation #2, owners will be charged for the repair of all damage they have caused.
- 2) The Association will also determine at that time if there are any exterior elements that the owner is responsible for maintaining or replacing. Co-owners must inform prospective co-owners and realtors of such elements before the sale can take place.
- 3) For Sale signs must be of a professional grade and must be placed only in the front mulch bed.
- 4) If an open house is held, a standard Open House sign may be placed as needed on the day of the open house. Open House signs and directional signs must be removed after the open house.
- 5) Mailbox keys and all documents must be left at the condo for the new owner.
- 6) Departing co-owners who are enrolled in the automatic payment of monthly fees must complete the Electronic Payment Cancellation form. Fee payments must continue until closing.
- 7) Owners must return cable boxes or contact Spectrum for other options.

Date _____

Co-owners (please print) _____

Or your representative (name) _____

Contact information for representative _____

I/we are listing the home at _____ (address) for sale.

Our realtor is _____

Contact information for realtor _____

Signature of co-owner/representative