



INFO DOCUMENT BB – SELLING A UNIT POLICIES

Important General Awareness Items for Condominium property Owners

1 - Number of Unit Occupants – per Bylaws and city code

1. Maximum of four (4) persons can occupy a two (2) bedroom Condominium Unit full time.
2. Maximum of six (6) persons can occupy a three (3) bedroom Condominium Unit full time.
For a room to be considered a bedroom it must have a closet, door, and egress window.
3. Association may impose infraction assessments or legal action if maximum numbers are exceeded.

2 – Items that must transfer with Ownership

These are required by law:

1. Any items that are attached to walls, floors, ceilings, etc.
2. Drapery rods, hangers, etc. which are attached to the wall.
3. Cabinets, hutches, bookcases, etc. that are attached to the walls.
4. Blinds or other window treatments/coverings that are attached to the window area.
5. Ceiling fans.
6. Carpets or any other floor coverings.
7. All bathroom fixtures that are attached to the walls, floors, cabinets, etc.
8. Security systems, cameras, etc. that are attached to any portion of the multi-unit structure.
9. Exception: Any satellite receiving dish must be removed, any building damage must be repaired and the area where the dish was mounted must be re-landscaped prior to the sale closure.

Condominium Unit Sales/Purchase

1. Please note that the Unit Owner and Real Estate Firm(s) are also enacting a transaction with the Lakes at Polaris Condominium Association LLC company and both must comply with the Association's bylaws and rules & regulations, therefore infraction assessments can be applied to both parties for failure to adhere to the rules and regulations.
2. The LAP Property Management Company must be notified of any planned sale 30 to 60 days in advance of the Unit being posted for sale. Infraction assessments may be imposed for failure to provide this notification.
3. A new Condominium Unit Owner in the LAP must live in the Unit for at least one (1) year before the Unit can be leased effective March 3, 2025.
4. Sales to corporate entities that intend to lease the Unit immediately are prohibited from owning an LAP Condominium Unit since the 'Owner' will not live in the Unit for at least one year prior to initiating a lease.
5. Sexual predators are prohibited per the Declarations and Bylaws to own or lease a condominium unit in the community. Owners who lease their Unit must state this restriction in the lease agreement. If the LAP Condominium Association needs to remove an Owner or Tenant, all costs will be assessed against the condominium Unit Owner's property.
6. Within fifteen (15) days of executing a purchase or sales or lease agreement, the Unit Condominium Owner, or the transacting real estate agent (or firm) must notify the LAP

Association's Property Management Company of the change. Infraction assessments may be imposed on the real estate company and/or the current Condominium Owner for failure to comply with this requirement.

7. The buyer must provide the following information to the LAP Property Management Company within fifteen (15) business days of the sales closing:
 - a. Emergency contact(s) – name(s) and phone numbers
 - b. Names of all Occupants.
 - c. Home and business mailing addresses.
 - d. A monitored email address.
 - e. Home and business telephone numbers.
 - f. Condominium Unit Owner's fee update letter and payment.
 - g. Certificate of insurance for the buyer.
 - h. Name, business address and telephone number of any person who manages the Unit on behalf of the Unit Condominium Owner - (3rd party property management companies). Applies after one year of ownership if the unit is going to be leased.
 - i. All vehicles – makes, models, colors, and tags (plate) numbers.
 - j. Any other information required on the annual IUF form.
8. The Association's Property Manager will assist with the coordination of the paperwork with banks, real estate agents, appraisers, and escrow agents as needed.
9. The seller is responsible for providing the following information and items to the buyer:
 - a. The Declaration and Bylaws, and any amendments
 - b. The Rules, Regulations, Policies, and Information Handbook
 - c. Unit access door key(s), alarm system contacts, codes, etc.
 - d. Garage door opener(s)
 - e. Mailbox number
 - f. Utility company names or where information is available
10. Mailbox keys must be requested from the US Post Office at 617 McCorkle Avenue, Westerville. Proof of occupancy/purchase is required to obtain keys. Allow three (3) to five (5) days before picking up key(s). There is a fee for replacement keys, and a deposit for issued keys.
11. Current Condominium Owner should return their key(s) to the Post Office for a refund of their deposit.
12. The seller's key card will be disabled and should be returned to the Property Manager. A new key card will be issued to the new Condominium Owner when requested.
13. See governing documents for general information on the application of these policies.

