



INFO DOCUMENT AH - TRANSFER OF OWNERSHIP OR LEASE TENANT CHECKLIST

**These items to remember to do or convey to new owner.**

Description	Yes	No	Initials	Non-comply Exception approved by Board	Notes
<b>Items related to sales or leases</b>					
Non-conforming storm door					Check with Board
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Storm door maintenance transfers with deed					Storm doors are a not the associations responsibility.
Non-conforming window treatments					Widow treatments must be of approved types and changed or removed before transfer of sale.
For Sale signs					Only in Window – 1 sign only
Allowing a semi-truck delivery of moving goods. (Trailer truck) Only box trucks are allowed.					Not allowed on property for several reasons. Owner will be fined.
Moving company truck blocking road					Not allowed, must park parallel and not block any driveway without owner permission.
Temporary storage unit					On property no more than 7 days.
Keycard give to the Property Management Company when Unit is transferred or leased.					New owner or Tenant will receive a new one. Current card is cancelled.
Open house signs					Only three allowed on day of open house and day before.



Description	Yes	No	Initials	Non-comply Exception approved by Board	Notes
Keycard can only be used by Unit Occupants.					Advise new Owner or Tenant
Trash collection included in Condo Fees					Advise new Owner or Tenant
Advise that Utility suppliers are under long-term contracts that cannot be changed until 2038.					Advise new owner or tenant of the names of the suppliers.
Owner must provide heating and cooling during transition period or anytime unit is not occupied.					Temperature must to at least 55 degrees F.
<b>Entire Section, including some special interest items. Handbook Section 20.</b>					
Non-complying door changed or removed					
Utilities companies notified					Utilities MUST remain on throughout the transition.
Satellite dish & cables removed and re-landscaped.					Unless new Owner/Tenant will use and signs an intent to use from the Property Management Company