



Selling Your Home: Homeowner, Buyer and Membership Committee Responsibilities

1. The homeowner must inform the Board of Directors of his or her intent to sell the home. (30-day notice is required before any new Application Packets are accepted) The Board of Directors will then complete the "BOD Home Walk Around Visual Inspection Form" and advise the seller of any issue(s) that need to be addressed outside of the home before the sale.

- If the homeowner vacates the home during the sale process, he or she is still fully responsible for all upkeep and lot fees.
- "For Sale" signs must be placed inside home windows and may not exceed 24 inches X 36 inches in size. No exterior signs are allowed anywhere.
- The homeowner is responsible for continued maintenance of the home in preparation for the change of ownership.
- The homeowner/seller is required to inform all prospective buyers of the requirement of membership acceptance, the process, the time frame involved and any special conditions that may apply.
- Division of lot fees must occur between the seller and buyer if sale takes place before the 1st of the month. No credit for any portion of the lot fees will be given by the ROC to either party.
- Transfer of the membership fee as part of the sale is not allowed.

The homeowner/seller must request reimbursement from the Treasurer and the buyer must pay their whole membership fee directly to the Membership Chair at the time of sale.

- Under no circumstances may the new owner move into the home until the sale is complete. The sales transaction is not complete until the buyer(s) have successfully completed all the steps listed in the RED Application Packet and the YELLOW Membership Packet. Cover letters contained in each packet outlines the process.

The next 2 pages outlines how the process takes place after the Purchase and Sales is signed between the seller and the potential buyer(s).

2. Once purchase and sales agreement is signed between the seller and the buyer, the seller or the buyer(s) needs to reach out to the Membership Chair to acquire a **Red Membership Application Package**.

It is important that the applicant read and follow the directions in the **Letter to Applicants** enclosed in the packet.

3. Applicant submits the 7 items requested in the Letter to Applicant to the Membership Chair. (1. Application for Membership, 2. Consumer Authorization and Release form, 3. Copy of photo identification(s), 4. Signed Bylaws and Community Rules Acknowledgement form, 5. Proof of income, 6. Email address(s) and 7. Pet Registration form if applicable)

4. Membership Chair scans and sends the application to the Property Management Company.

5. Property Management Company will send the applicant(s) an email that will contain a secure link to TransUnion for CORI and Financial Checks.

6. Not until the applicant clicks on the secure link contained in the email and successfully completes the steps for the CORI and Financial checks will the application process be completed. At that time the 10-day timeline will start, which includes weekends and holidays.

7. Property Management Company (a) recommends application, (b) raises specific concerns about application or (c) denies application.

8. Membership Chair notifies the applicant(s) of decision.

9. The Membership Committee Chair will contact the buyer(s) for a “Meet and Greet” with other members of the Membership Committee at the Park Office at a time convenient for the buyer(s).

10. Membership Committee interviews the buyer(s). (Fair Housing Laws visible)

11. Buyer(s) is given the **Yellow Membership Packet** and is instructed to **complete and return the 6 items needed to complete the process to the Membership Chair immediately following the closing on the Mobile Home, but before they move into the home.** (1. Signed Membership Agreement, 2. Signed Occupancy Agreement (with all household members listed), 3. Initialized Notice Required by Law document, 4. Copy of the Bill of Sale, 5. Membership fee check for \$100 written out to Meadowbrook HOA and 6. Completed Meadowbrook Owner Registration form)

12. Membership Committee signs the Membership Recommendation Form.

13. Board signs the Action Without a Meeting Form at the next Board meeting as final approval based on the recommendation of the Membership Committee and is entered into the monthly minutes.

14. Membership Chair files the completed Membership Agreement, Signed Occupancy Agreement and the Initialized Notice Required by Law document in the office.

15. Membership Director or Membership Chair will scan and send a copy of the Bill of Sale and the completed Meadowbrook HOA Owner Registration Form to the Property Management Company and give the \$100 check to the Treasurer.

16. The Property Management Company will send the new owners instructions on getting their account number, address of where to send their monthly lot fee payments or if they so wish, how to set up direct payments. Checks should be made out to **Meadowbrook HOA, Inc.**