

## **BRIAR HILL I & II RESALE INSTRUCTION**

*Congratulations on the sale of your home. Please follow these instructions carefully to ensure the timely and accurate closing of your unit. The following procedures are necessary for the completion of a Paid Assessment letter and/or, 22.1.*

By requesting any information from this site, the unit owner allows the release of information requested by the above listed parties on the unit, and accepts any responsibility for any incorrect information which may result in reprocessing or additional fees thereof.

**All assessments or balances MUST be paid through the month of closing payable to BRIAR HILL I OR II.** The final assessment payment is to be made in the form of certified funds, no personal checks accepted due to time sensitivity. Please forward this payment to Williamson Management, 215 William Street, Bensenville, IL 60106. **After ALL PAYMENTS have been made and cleared by the bank, a release letter will be issued.**

You must pay for items through this web site by credit card or check & use the Georgia address to send this payment ONLY. All documents & deposits must be sent to Williamson Mgmt, 215 William St, Bensenville, IL 60106.

As part of your closing process, you must provide the buyer with the following items. If you are missing any items that Management can replace, you may purchase them from this site if available.

- Declarations, Bylaws, Rules & Regulations
- Unused monthly assessment coupon book
- Mailbox and house keys (replacement not available from management)

You must purchase the paid assessment letter through this site and any further resale documents you may need, please make sure you provide the completed release form which is below, contract pages (1<sup>st</sup> pg & signature pg only), buyers form signed and buyer completes orientation.

Please inform the buyer they must meet for an orientation prior to closing, cost is \$100.00 payable to Williamson. Please have them contact Management 630-787-0305 to schedule.

Please forward to the buyer; the attached Buyer Information & Acknowledgement form to be completed & returned prior to the issuance of a paid assessment letter.

Please inform the buyer that he/ she must provide the Association's Management Office a copy of their certificate of insurance on the unit to prevent receiving violations. The certificate you need to have is a condo policy also known as an H/O 6 policy. This certificate should be faxed to Closing Department # (630) 238-3188.

Any request from you, Realtors, attorneys, or the mortgage company for specific documents or other items required for your closing other than the items listed for purchase, must be submitted in writing to our office, please email your request to [phorbach@williamsonmanagement.com](mailto:phorbach@williamsonmanagement.com).

**The attached release form, copy of contract (1<sup>st</sup> pg & signature pg only) and buyer's form must be returned to Management before a paid assessment letter will be released. Orientation also must be completed.**

**Please fax or email documents to 630-238-3188 or [phorbach@williamsonmanagement.com](mailto:phorbach@williamsonmanagement.com). If sending them by mail please mail to Williamson Management, 215 William Street, Bensenville, IL 60106.**

**If you have any questions please email [phorbach@williamsonmanagement.com](mailto:phorbach@williamsonmanagement.com) with your questions.**

**Thank you and best wishes.**

**RELEASE FORM**

ASSOCIATION \_\_\_\_\_

UNIT # \_\_\_\_\_

**\*\*\*PLEASE DO NOT RETURN UNTIL ALL INFORMATION IS COMPLETED.**

ADDRESS: \_\_\_\_\_

SELLER: \_\_\_\_\_

SELLER'S NEW ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SELLER'S PHONE # (CELL): \_\_\_\_\_ (HM-WK) \_\_\_\_\_

BUYER: \_\_\_\_\_

BUYER'S EMAILADDRESS: \_\_\_\_\_

BUYER'S PHONE # (CELL): \_\_\_\_\_ (HM/WK) \_\_\_\_\_

**CLOSING DATE:** \_\_\_\_\_

SELLER'S ATTORNEY: \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

SELLER'S REALTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_

SELLER'S REALTOR EMAIL \_\_\_\_\_

**WILL THIS UNIT BE A RENTAL UNIT?** YES \_\_\_\_\_ NO \_\_\_\_\_

OFF SITE ADDRESS: \_\_\_\_\_

\_\_\_\_\_ FOR OFFICE USE ONLY

**VIOLATIONS CLOSED** \_\_\_\_\_

**UNIT TRANSFERRED** \_\_\_\_\_

**RENTER'S DELETED IF NECESSARY** \_\_\_\_\_

**CURRENT BALANCE TO BE TRANSFERRED** \_\_\_\_\_

**BUYER INFORMATION & ACKNOWLEDGEMENT FORM**

Address: \_\_\_\_\_ Briar Hill Lane      Unit # \_\_\_\_\_

Names and relationship to owner of all occupants to reside in the home:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ As owner of the above unit, I certify that I have read and understand the use and (Initial) occupancy restrictions in the Declaration (Article XX) and the Rules and Regulations.

Description of all pets to be kept at the property (Breed, Number, Weight):

\_\_\_\_\_

\_\_\_\_\_ As owner of the above unit, I certify that I have read and understand the pet (Initial) restrictions stated in the Declaration (Article XX) and the Rules and Regulations.

Description of all vehicles to be parked on the property:

Vehicle #1: \_\_\_\_\_  
                  Year            Make            Model            Color            License #

Vehicle #2: \_\_\_\_\_  
                  Year            Make            Model            Color            License #

Vehicle #3: \_\_\_\_\_  
                  Year            Make            Model            Color            License #

\_\_\_\_\_ As owner of the above unit, I certify that all vehicle owners and drivers of the (Initial) above vehicles have read and understand the vehicle restrictions and regulations in the Declaration and Rules and Regulations.

As owner of the above unit, I certify that I have read and understand the Rules and Regulations relating to (please initial each blank below):

\_\_\_\_\_ Use of the Common Elements

\_\_\_\_\_ Children playing on the Common Elements

\_\_\_\_\_ Garbage disposal

\_\_\_\_\_ Antenna devices

\_\_\_\_\_ Leasing of units

\_\_\_\_\_ Association dues, assessments, charges

\_\_\_\_\_ As owner of the above unit, I certify that all belongings will be moved in and/or (Initial) moved out through the back hall of the building never front halls between 8:00 a.m. and 8:00 p.m.

This document is being supplied to give you notice that the Association's Declaration, which has been recorded against the property, provides that all purchasers of units, upon acceptance of a deed, agree to be bound by the provisions of the Declaration, Bylaws and Rules and Regulation of the Association, and local Ordinances, including rules related to such items as pets, parking, and uses of the unit. The Declaration further provides that you are obligated to pay all regular and special assessments to the Association as well as other lawful charges levied pursuant to the Association documents, even if you feel that the Association has not provided necessary services. The Association may charge you the costs and expenses of collecting assessments and other charges, including attorney's fees.

I (we), the undersigned purchaser(s), certify that the above information is true and correct. I further certify that I have read all the information contained in this document, including the notice concerning my rights and obligations.

X \_\_\_\_\_  
Signature(s) of New Owner Date

I (we), the undersigned purchaser(s), certify that I (we) have received a copy of the Rules and Regulations and have read and understand them.

X \_\_\_\_\_  
Signature(s) of New Owner Date