

WILLOW CREEK RESALE INSTRUCTIONS

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, 22.1L and/or Condo Questionnaire.

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 WILLOW CREEK. 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 and your coupon 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 and use the Georgia address to send payment ONLY. All documents & deposits must be sent to Williamson Mgmt, 215 William Street, 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 or contact Management.

- Declarations and 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, buyer signed parking form, moving forms (which are below) contract pages (1st pg & signature pg only) & deposits.

Seller & Buyer must submit a \$100.00 move out & move in deposit payable to Willow Creek and sent to Management along with the moving deposit form prior to the paid assessment letter being released.

Please inform the buyer that they must meet for an orientation prior to closing, cost is \$100.00 payable to Williamson. Contact Management 630-787-0305 to schedule. Failure to schedule & meet for this will delay your closing.

Moving hours are M-F 8am to 8pm, Weekends 8am to 6pm. No moves on holidays. The Association reserves the right to stop moves which begin before or extend beyond specified hours.

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 any requests to phorbach@williamsonmanagement.com.

The attached release form, buyer signed parking form, moving forms, contract (1st pg & signature pg only) and deposits MUST be returned to Management before a paid assessment letter will be released.

Please fax or email documents to 630-238-3188 or 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 with your questions.

Thank you and best wishes.

RELEASE FORM

ASSOCIATION _____

UNIT# _____

*****PLEASE PRINT & DO NOT RETURN UNTIL ALL INFORMATION IS COMPLETED**

ADDRESS: _____

SELLER: _____

SELLER'S NEW ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SELLER'S PHONE # (CELL): _____ (HM/WK) _____

BUYER'S _____

BUYER'S EMAIL ADDRESS: _____

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

CLOSING DATE: _____

SELLER'S ATTORNEY: _____ PHONE _____

ATTORNEY'S EMAIL _____ FAX _____

ADDRESS _____ CITY: _____ STATE: _____ ZIP: _____

SELLER'S REALTOR: _____ PHONE #: _____

REALTOR'S EMAIL _____ FAX # _____

WILL THIS BE A RENTAL PROPERTY? YES NO

OFF SITE ADDRESS IF APPLICABLE: _____

FOR OFFICE USE ONLY BELOW

VIOLATIONS CLOSED _____

UNIT TRANSFERRED _____

RENTER'S DELETED IF NECESSARY _____

CURRENT BALANCE TO BE TRANSFERRED _____

FOR SELLER

MOVING DEPOSIT RETURN FORM
(PLEASE PRINT OR TYPE)

ASSOCIATION _____

PROPERTY
ADDRESS: _____

SELLER'S INFORMATION:
FOR RETURNING DEPOSITS AMOUNT \$ _____

SELLER'S NAME: _____

SELLER'S PHONE # _____

MOVE OUT DATE _____

CHECK PAYABLE BACK TO _____

ADDRESS TO RETURN DEPOSIT TO: _____

CLOSING DATE OF UNIT _____

Please return form to: Williamson Management, 215 William Street, Bensenville, Il 60106. Check must be payable to your Association.

-----OFFICE USE ONLY BELOW-----

DATE B/M RELEASED _____

ASSOCIATION: _____ ACCT # _____

GL CODE: # _____ AMOUNT \$ _____

MOVE-IN _____ OR MOVE-OUT _____

FOR BUYER

MOVING DEPOSIT RETURN FORM
(PLEASE PRINT OR TYPE)

ASSOCIATION _____

PROPERTY
ADDRESS: _____

SELLER'S INFORMATION:
FOR RETURNING DEPOSITS AMOUNT \$ _____

BUYER'S NAME: _____

BUYER'S PHONE # _____

MOVE IN DATE _____

CHECK PAYABLE BACK TO _____

ADDRESS TO RETURN DEPOSIT TO: _____

CLOSING DATE OF UNIT _____

Please return form to: Williamson Management, 215 William Street, Bensenville, Il 60106. Check must be payable to your Association.

-----OFFICE USE ONLY BELOW-----

DATE B/M RELEASED _____

ASSOCIATION: _____ ACCT # _____

GL CODE: # _____ AMOUNT \$ _____

MOVE-IN _____ OR MOVE-OUT _____

WILLOW CREEK PARKING FORM

1. **Parking spaces are for residents and guests only. Towing of unauthorized vehicles will be at the owner's expense.**
2. **All residents' motorized vehicles must have parking stickers. Contact Management to obtain and complete a Parking Sticker Application. You will need to provide the following:**
 - A. **Your vehicle registration**
 - B. **Your lease, if you rent**
 - C. **Your Driver;s licence or other appropriate identification**
 - D. **Your license plate number**
3. **Display your parking sticker in the lower right corner of the rear window of the vehicle. If this cannot be done, display your sticker in the lower right corner of the right side rear window (passenger side).**
4. **Campers, boats, semi-trailer/semi-trucks, and, in addition, vehicles over twenty two (22) feet in length and seven (7) feet in width are strictly prohibited in the parking lots at all times.**
5. **All motorized vehicles must be parked in the parking lots only.**
6. **Any vehicles parked on Willow Creek Commons property shall be in good operating condition, with valid state and municipal license plates and registration. Vehicles not in compliance shall be removed at the expense of the vehicle owner.**
7. **Vehicle repairs are not to be done in the parking lots. This includes oil changes and anti-freeze changes.**
8. **The Association is not responsible for loss of damage to the vehicles or injury to persons in the parking lots.**
9. **ALL FIRE LANES are under the jurisdiction of the Village of Palatine Fire Ordinance. Any vehicle parked in those lanes and left unattended will be subject to ticketing by the Palatine Police or, if necessary, towed at the owner's expense, subject to the Delivery/Disposal and Moving Regulations.**
10. **Vehicles shall not be parked in any manner which "Interferes with access to and exit from a street, drive, parking area and other common elements.**
11. **The Board is hereby authorized to execute a contract with an appropriate company or individual to effect removal of vehicles pursuant to authorization under these Rules and Regulations.**

Buyer must sign, and by signing below he/she understands the parking rules and will abide by them and show proper sticker.

Address of unit: _____

Printed Name: _____

Signature: _____

Date: _____