

## **GLENS OF SCHAUMBURG 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 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 GLENS OF SCHAUMBURG.** 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 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.

- 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 and provide the completed release form, buyer signed rental form, which are below & contract pages (1st pg & signature pg only). Please email any requests to [phorbach@williamsonmanagement.com](mailto:phorbach@williamsonmanagement.com).

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 on this site, must be submitted in writing to our office.

**The attached release form, rental form and copy of contract (1<sup>st</sup> pg & signature pg only) 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](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 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: \_\_\_\_\_

BUYER'S ADDRESS OR EMAIL: \_\_\_\_\_

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 \_\_\_\_\_**

**GLENS OF SCHAUMBURG  
RESTRICTIONS REGARDING  
RENTING OF PROPERTY**

Please be aware that currently, there is a rental cap at 50 units which has been met, at this time. Which means only 50 units can be rented at one time.

In the event the number of units being rented falls below this cap, unit owners wishing to rent out their unit must submit their request to rent in writing and forward the request to Management/Board.

By submitting a request this will not guarantee that authorization will be granted to rent. If a unit owner is found to rent out their unit without authorization they will be subjected to violations with applicable fines and possibly the eviction of the renter. All attorney and legal fees will be charged back to the unit owner, who will be solely responsible for those fees.

The buyer must sign this form and return it to the resale department before the paid assessment letter will be issued.

I am signing this form stating I understand and will abide by the rental rules.

---

Unit Address

---

Buyers Printed Name

Date

---

Buyers Printed Name

---

Signature

---

Signature