

## **CARLTON COURTS 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 Carlton Courts.** 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 this 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, please make sure you provide the completed release form which is below & contract pages (1<sup>st</sup> pg & signature pg only).

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. Please email any requests to [phorbach@williamsonmanagement.com](mailto:phorbach@williamsonmanagement.com).

**The attached release 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 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 EMAIL ADDRESS: \_\_\_\_\_

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: \_\_\_\_\_

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FOR OFFICE USE ONLY

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

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

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

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