

COURTS OF RANDVIEW RESALE INSTRUCTION

Congratulations on the sale of your home. Please follow these instructions carefully and 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 COURTS OF RANDVIEW. 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, please make sure you provide the completed release form, parking/rental form signed by the buyer (which are below) & contract pages (1st pg & signature pg only).

An inspection of the outside of the property is required and will be completed. If any repairs and/or corrections need to be made, you will be notified and possibly the buyer will need to sign an inspection form.

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 at 630-787-0305 to schedule.

Please forward to the buyer; the attached Buyer Confirmation Form regarding parking/leasing, this must be signed & returned along with other documents before your letter will be released.

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 requests to phorbach@williamsonmanagement.com.

The attached release form, copy of contract (1st pg & signature pg only) buyer's confirmation 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. 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: _____

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 _____

BUYERS CONFIRMATION FORM

As a buyer, it is important to be familiar with all the Rules and Regulations as soon possible. Most importantly, new owners must be aware of the parking restrictions to avoid being towed. Each unit owner is entitled to two (2) parking spaces. A parking permit form must be completely filled out for each vehicle. All unit owners are assigned one reserved parking space. All other parking spaces in the parking lot will be unmarked and are available on a first come first serve basis. Parking for your 2nd vehicle is available in any unmarked parking lot spaces in your courtyard lot only or on Boxwood Drive or Wheeling Rd in the designated RED ZONE parking areas only. Your vehicle must display a valid parking sticker to park overnight in either area. Failure to do so, will result in your vehicle(s) BEING TOWED AT YOUR EXPENSE. Parking for additional vehicles 3rd, 4th, etc. is not available on Courts of Randview property, Wheeling Road, Boxwood Drive or Dogwood Drive as these areas have zone parking restrictions in place.

Furthermore, there is a LEASING RESTRICTION that all new owners should be aware of. In accordance with our Declaration, a new owner MUST reside within their unit for not less that 2 years prior to leasing their unit.

By signing below you are stating that you have read the above rules regarding parking & leasing and agree to abide by them.

Buyers Signature _____

Date _____

Buyer's Printed Name _____

Buyer 2 Signature _____

Date _____

Buyer 2 Printed Name _____