

WHISPERING OAKS II 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 WHISPERING OAKS 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 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)
- Move in/out procedures and forms

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, signed rental form, deposits & deposit forms (which are below) & contract pages (1st pg & signature pg only) to Management. PAL will not be released until all documents & deposits are received. Orientation must also be completed.

PLEASE INFORM THE BUYER THAT NO DOGS ARE ALLOWED & RENTALS ARE NOT ALLOWED.

There is a \$500.00 move out deposit and a \$500.00 move in deposit payable to Whispering Oaks II in the form of certified funds and must be sent to Management along with the attached move in/out form from both the seller and buyer. Deposits must be sent with moving form to Williamson Mgmt, 215 William Street, Bensenville, IL 60106.

Please inform the buyer that they must pay a 3 month non-refundable reserve contribution payment, equal to 3 months assessments, this can be paid at closing.

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. This should be an HO-6 policy & faxed to 630-238-3188.

Please inform the buyer they must meet for an orientation prior to closing, cost is \$100.00 payable to Williamson. The buyer must call Management 630-787-0305 to schedule this. Failure to schedule & meet for the orientation will delay your closing. Please allow 2 weeks.

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, signed rental form, move in and out deposit forms, deposits and copy of contract (1st pg & signature pg only) MUST be returned to Management before a paid assessment letter will be released. Orientation must also 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'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 _____

MOVING IN & OUT PROCEDURES

SELLER MUST PROVIDE A \$500.00 DEPOSIT IN CERTIFIED FUNDS PAYABLE TO WHISPERING OAKS II AND SEND IT ALONG WITH MOVE OUT FORM TO:

WILLIAMSON MANAGEMENT
215 WILLIAM STREET
BENSENVILLE, IL 60106,

THIS MUST BE RECEIVED PRIOR TO THE PAID ASSESSMENT LETTER BEING ISSUED.

BUYER MUST PROVIDE A \$500.00 DEPOSIT IN CERTIFIED FUNDS PAYABLE TO WHISPERING OAKS II AND SEND IT ALONG WITH MOVE IN FORM TO:

WILLIAMSON MANAGEMENT
215 WILLIAM STREET
BENSENVILLE, IL 60106,

BUYER MUST ALSO CALL MANAGEMENT @ 630-787-0305 TO SCHEDULE THE ORIENTATION.

BOTH OF THESE REQUIRMENTS MUST BE MET BEFORE THE PAID ASSESSMENT LETTER WILL BE RELEASED.

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:** _____

**BUYER'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** _____

WHISPERING OAKS II
RENTING OF PROPERTY

Please be aware that unit owners are not allowed to rent out the unit. If a unit owner is found to be renting out their unit they will be subjected to violations with applicable fines and the eviction of the renter and all attorney and legal fees will be charged back to the unit owner.

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 set forth and within the Decs, Bylaws, Rules & Regs of the Association.

Please Print Unit Address

Buyers Printed Name

Buyers Printed Name

Signature

Signature