

## **SAN MARCO CONDOMINIUM ASSOCIATION, INC.**

### **So you've decided to list your unit for sale?**

Please see the following requirements for both seller and buyer:

1. **Intent to Sell** – A unit owner intending to accept a bona fide offer of sale of his/her unit, must notify the Board of Directors of the San Marco Condominium Association, in writing, of their intent to sell, together with the name and address of the intended purchaser (and any additional information concerning the intended purchaser as the Association may require).
2. The SELLER must provide the prospective purchaser with the current **Rules and Regulations and a full set of Condominium Documents**. If the seller cannot locate these documents, he/she may purchase a replacement set from the Property Management Company. Contact information is available on the home page of the San Marco website.
3. The prospective BUYER of the unit must complete a **San Marco Condominium Association Residential Owner Application Form** along with a \$100.00 transfer fee payable to the San Marco Condominium Association. This application form is available through, and upon completion should be returned to, the Property Management Company along with the transfer fee.
4. The Board of Directors of the San Marco Condominium Association must approve the sale of each unit.