



The Dana Point Condominium Association

CHECKLIST FOR SALE OF UNIT

The List below is a summary of the items needed to release a Paid Assessment Letter for sale of a unit:

- Notice of Intent to Sell Form
- Signed copy of Sales Contract
- Purchaser Information Form from buyer
- \$150 Move in Fee from Buyer (non-refundable)- check only, payable to Dana Point Condominium Association
- Rules/Regulations Acknowledgement Form from buyer
- **Key Inventory Form must be picked up from the on-site management office, completed by both seller and buyer at closing, and returned within 10 days of closing. Each unit has a key log showing keys in possession at the time of the sale. If a key is not transferred at the closing, the buyer pays \$25.00 per key and/or \$200.00 fine, for not completing the form. The on-site management office telephone number is 847-228-5176.**
- Completed LMS Document Order Form and payment for processing

All documents must be received prior to the issuance of the Paid Assessment Letter.

ALL MOVES MUST BE SCHEDULED WITH THE ON-SITE OFFICE, AND A MOVE PERMIT IS REQUIRED (issued by site office, tel. 847-228-5176).

Moving hours are 7:00 am to 8:00 pm Monday-Saturday, and Sunday 10:00 am to 4:00 pm. (No Holidays). One move per building per day.

NOTICE OF INTENT TO SELL

To: Board of Directors of The Dana Point Condominium Association

From: Unit Owner Name: _____

Unit Address: _____

Owner off-site Address: _____

City: _____ State: _____ Zip: _____

Owner Phone #: _____ Cell #: _____

Owner Forwarding Address: _____

City: _____ State: _____ Zip: _____

NOTICE OF INTENT

In accordance with the Declarations and the Rules and Regulations for The Dana Point Condominium Association established by the Board of Directors, I (we) hereby submit to the Board, this Notice of Intent to sell the above listed unit to the party or parties (and only those parties) named herewith and upon the terms specified in the attached contract. The tender to and receipt by the Board of this completed form shall constitute valid notice of my intention to sell the unit.

All assessments must be paid through the month of closing before release will be issued. After all payments of assessments and fees are made, the Association will issue a release letter stating that all assessments and fees have been paid.

Terms of Sale:

Attached is a true and fully executed copy of the contract of sale setting forth all the terms of the agreement between the parties.

Sellers Agent/Attorney: _____

Selling Agent/Attorney Address: _____

City: _____ State: _____ Zip: _____

Selling Agent/Attorney Phone #: _____

Selling Owners' Signature

Date

Selling Owners' Signature

Date

PURCHASER INFORMATION

Unit address: _____

Seller Name: _____ Phone #: _____

Anticipated Closing Date: _____

Buyer's Name: _____

Current Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Cell #: _____

List below all other persons who will reside in the unit:

Name: _____ Relationship to purchaser: _____

Below please indicate EXACTLY how your name should read for all directories and intercom system along with the phone number you want your guests to call when using the intercom for building entry.

Name: _____ Phone #: _____

Financial Information

If the unit will be mortgaged, please provide the following information:

Name of Mortgaging Financial Institution: _____

Address: _____ City/State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Are there any unsatisfied or unreleased judgments, decrees or liens of record against you in court?
Yes () No ()

Are you party to any litigation in any court of record? Yes () No ()

Attorney Information

Seller's Attorney: _____

Address: _____

Phone: _____

Fax: _____

Buyer's Attorney: _____

Address: _____

Phone: _____

Fax: _____

Rules and Regulations

The association rules and regulations prohibit dogs in all second, third, and fourth floor units, has a dog limit of one dog under 35 pounds for any first floor unit, and a pet count limit applies. Your signature below confirms you understand all pet rules in the Rules and Regulations and agree to abide by them.

Have you been furnished with a copy of the Declaration, By-laws and Rules and Regulations for the association (the governing documents for the association)? Yes () No ()

I/We certify the information provided in this form is true and complete. I/We do hereby declare that I/We have received and reviewed the Declaration, By- Laws, and Rules and Regulations for The Dana Point Condominium Association, and any Amendments or revisions thereto. I/We further agree to abide by them and at all times, to hold our interest in the Condominium subject to the rights, privileges, and restrictions therein set forth or hereafter set established by the Owners or Board of Directors as duly provided for in the Declaration of Condominium Ownership.

Signature of Buyer

Today's Date

Signature of Buyer

Today's Date

THE DANA POINT CONDOMINIUM ASSOCIATION

RULES & REGULATIONS AFFIDAVIT

I/We the intended Purchaser(s) of Unit # _____ located at (insert street address)

do hereby
declare that I /We have received and reviewed the Rules and Regulations for The Dana Point
Condominium Association, and any Amendments or revisions thereto.

I/We agree to abide by them and at all times to hold our interest in the Condominium subject to
the rights, privileges and restrictions therein set forth or hereafter set established by the Owners
or Board of Directors as duly provided for in the Declaration of Condominium Ownership.

Purchaser's Signature

Date

Purchaser's Signature

Date

Unit / Address

Parking Spaces(s) / Storage Unit