

The Dana Point Condominiums

Unit Sale Check List

BUYER'S CHECK LIST

- ☐ Complete and return to the management office the Buyer Application form. All requested information must be provided. Complete and return all applicable forms as needed (Hold Harmless, Pet Hold Harmless, Rules Acknowledgement Form)
- ☐ Have your lawyer request the necessary documents from the seller or the Lieberman Management Services closing department; the Buyer Application form (this should be returned to the office as soon as possible), the Declaration, By-Laws, and Rules and Regulations.
- ☐ Prior to closing, pick – up Key Inventory Form. Once closed on the unit, please return the signed key form and a settlement statement for the purchase of the unit. You will receive the necessary moving information at this time.
- ☐ Obtain homeowners insurance (HO6 policy). You will need to provide the management office with a Declaration of insurance. It is in your best interest to advise your agent of all “up-upgrades”. This is anything beyond what the contractor installed. Newer cabinets, counter tops etc. Some policies do not cover upgrades unless noted.

Your Association's insurance covers a lot of items. Be aware the Illinois Condominium Act allows the Association to charge back to the homeowner the Associations deductible. Our deductible at this time is \$5,000. Some insurance companies offer a supplement to cover this.

When you are ready to move:

- ☐ Pay the \$150 Move-in Fee no later than ten (10) days prior to move-in. This fee must be paid for any resident establishing residency in a unit for the first time.
- ☐ Notify the on-site Management Office no later than 48 hours prior to a Move-in to arrange for elevator pads and elevator hold key if necessary. Elevator hold key must be returned the day after a move-in or a \$100 fee will be applied.
- ☐ If using a moving company or donating anything to charity, please have them provide the office with a Certificate of Insurance. Ultimately you are responsible for any damage they do.
- ☐ Notify the on-site management office of your new phone number in order to connect the intercom.