

MANAGEMENT UNIT SALE CHECK LIST

CLOSING DATE _____ ADDRESS _____ UNIT NO. _____

SELLER _____ BUYER _____

MOVE OUT DATE _____ MOVE IN DATE _____

Seller Attorney _____ Buyer Attorney _____

Attorney Fax # _____ Intercom Code _____

_____ Sent Closing Checklist to Agent (by Closing Dept. or On-site Office)

_____ Intent to Sell from Seller Received

_____ Fully Executed Real Estate Contract Received

_____ Buyer's Application Form Received

_____ Buyer's \$150 Move in Fee Received

_____ Agent Received Key Inventory Form prior to closing

_____ Notify Closing Department to release PAL

_____ Settlement Statement received by Closing Department (from owner or on-site office)

_____ Receive new owner's homeowner's insurance policy information

_____ Receipt of new owners Key Inventory Form

_____ Reviewed Moving procedures with new owner

_____ Emergency Contact form received from new owner

_____ Vehicle Registration from new owner received (owner receives stickers)

_____ Issue Move – Permit and schedule inspections

_____ New owners phone number for entry intercom NEW PHONE NO. _____

_____ Program intercom and receive new intercom code #

_____ Give new owner last name to post office for mailbox