

# The Dana Point Condominiums

## Unit Sale Check List

### **SELLER'S CHECK LIST**

**As soon as you decide to sell the unit please do the following:**

- ☐ Obtain "Intent to Sell" form from the management office. Please notify your agent of this form is required.
- ☐ Locate your copy of the Declaration, By-Laws, and Rules and Regulations for the Association to give to the new owner. If documents cannot be located, they are available for order through the closing department.

**When you unit comes under contract:**

- ☐ Provide the buyer with the necessary documents. The buyers check list (page 2 of this document), the Buyer Application Form (this should be returned to the office as soon as possible) and all necessary information pertaining to unit.  
\*Remind your agent of this form is required
- ☐ Provide the Management Office with a completed "Intent to Sell" form as well as a copy of the fully signed sales contract.
- ☐ Locate all garage door openers and keys. (building, unit, mailbox, fitness room, etc., make note of storage locker # and parking space #) Obtain your unit key form from on-site management office to be signed by seller and buyer at the closing.

**When you are ready to move:**

- ☐ Notify the office at least 48 hours in advance of move out to arrange for inspection and elevator padding (if needed). Elevator Hold Keys are available in the office 24 hours prior to a move and a \$100 dollar fee will be charged for keys not returned to the on-site office.
- ☐ Provide office with new moving address and contact information for the return of any deposits.
- ☐ 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 and for following all rules.