

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