

Schooner Pass Association Handbook

Sale of Unit

Note: Unit owners may not place a "For Sale "sign in a window of their unit.

Process for Selling a Unit:

- When you put your unit up for sale, you must complete the Authorization and Indemnification Form and send it to the bookkeeping office if you want information given to potential buyers or lending institutions. No information will be given out until this form is received. Email to jen@bristolsouth.net

Management:

Bristol South Management

P.O. Box 77

Raynham, MA 02767

- The Trust has the " Right of First Refusal" (Master Deed, Section 13). When you receive a Purchase and Sale Contract; it must be faxed or sent to the administrative office. The administrative office will deliver it to the Trustees and advise you (or your realtor) in writing whether the Trust wishes to exercise their option to purchase your unit at the price and terms which you have been offered.
A Title V inspection will be authorized at this time. There is a thirty (30) day time frame to process the inspection and paperwork.
- If the Trust does not exercise its right to purchase your unit, you can consummate your Purchase and Sale Contract.

Responsibilities of the Seller (current unit owner):

- Complete Authorization and Indemnification Form
- Send or fax the Purchase and Sale Contract to the management office. Email to jen@bristolsouth.net
- Provide buyer (new unit owner) with a copy of the By-Laws, Master Deed and the Association Handbook which contains the rules and regulations.
- Contact bookkeeping office for confirmation of Schooner Pass insurance policy.

Schooner Pass Association Handbook

- Request, from the bookkeeping office, a **6-D Certificate** which is a notarized form showing that all fees and special assessments are paid in full or the amount that is presently due through the closing date of the sale. Unpaid fees will prevent the sale of the unit until account has been settled. This form will be available in the same thirty day time frame as the Title V inspection.
- Give copies of current and projected budgets to lending institution if requested. All owners receive copies of these budgets at the annual meeting.
- Supply copies of Annual Meeting minutes if requested by lending institution. All owners will receive copies of the minutes at the Annual Meeting.

Responsibilities of the Trust:

- Issue "Waiver of Right of First Refusal".
- Authorize Title V Inspection.
- Authorize completion of notarized 6-D Certificate (statement of current owner's account).
- All condominium affidavits and paperwork will be provided (if requested) to your bank, Mortgage Company or attorney within 30 days of Board receipt of Purchase and Sale Contract.

Fees:

- | | |
|--|----------------|
| • Title V Inspection (made payable to Schooner Pass) | \$375.00 |
| • 6-D Form (see request form) | \$100.00 |
| • Questionnaire Fee (See request form) | \$100.00-\$500 |
| • Copy of Master Deed, Declaration of Trust and By-Laws | \$100.00 |
| • Copy of Association Handbook (hard copy) | \$25.00 |

***Fees are Subject to Change**



Schooner Pass Condominiums

Trustees' General Checklist for Selling / Refinancing Unit

_____ Copy of the Authorization and Indemnification Form on file with Bristol South.

_____ Purchase and Sale Contract signed and sent to Bristol South.

_____ Waiver of Right of First Refusal

_____ 6-D Certificate

_____ Title V Inspection

_____ Fees paid

Item	Cost	Receive
6-D	\$100.00	
Title V Inspection	\$375.00	
Questionnaire	\$75.00	
Additional Copies		
Master Deed, Declaration of Trust	\$100.0	
Association Handbook	\$25.00	

**Title V Inspection fee is to be made payable to Schooner Pass,
All other fees are payable to Bristol South Management**

Schooner Pass Condominiums
C/O Bristol South Management
P.O. Box 77
Raynham, MA 02767

Purchase and Sale Contract

To: Schooner Pass Condominium Trust

Date: _____

In accordance with Section 13 of the Master Deed of Schooner Pass Condominium Village Trust, I (we) hereby notify the Trustees of my (our) intent to sell Unit

to _____

of _____

The terms and conditions are as follows:

Accepted Offer: _____

I (we) offer to sell said unit to the Trustees of Schooner Pass Condominium Village Trust on the same terms and conditions.

Please advise in writing within thirty (30) days, of the decision of the Trust.

Owner's Signature

Date Signed

Owner's Signature

Date Signed

Schooner Pass Condominiums
c/o Bristol South Management
P.O. Box 77
Raynham, MA 02767

Authorization and Indemnification Form

Selling Unit **Refinancing Unit** **Renting Unit**
(Please check the appropriate line)

I hereby give permission to Schooner Pass Condominium Trust to provide information, to the best of its ability, concerning Schooner Pass Condominiums to any potential Buyer or Lender showing interest in my unit.

Further, I agree to indemnify the Association for any information which they may release to either potential Buyer or Lender.

It is understood that no information will be furnished to real estate brokers. I will personally disseminate any information to them that I wish them to have.

Unit Number _____ Date _____

Owner:
