

FOR SALE BY OWNER PROCEDURES IF YOU'RE NOT USING A REALTOR OR TITLE COMPANY

If you are considering selling your home without a realtor or title company, we highly recommend meeting with us to review the process. We strongly suggest consulting a title company vs. an independent notary for legal reasons.

STEPS FOR SELLER

1. Order and pay for a resale inspection via the online form through Roadhaven.com or at the front office. If you choose to bill the account, be aware that you may be charged a statement fee.
2. Provide the following information to your buyer: statement of account, balance sheet, and a copy of the governing documents (rules & regs. You may email the governing document links from the Roadhaven website to the buyer.
3. Provide the buyer's contact information, estimated closing date, and who will be paying the fees to Susie in the front office.
4. Advertise the sale property on the Roadhaven website. If you need assistance with the listing, contact Sarah.

**Resale inspection must be completed by the Architectural Department and notarized by the buyer prior to the sale.*

STEPS FOR BUYER

1. Review the statement of account and balance sheet provided by the seller.
2. Review, sign, and notarize the resale inspection provided by the seller and submit it to the front office.
3. Complete the age affidavit, notarize, and submit it to the front office.
4. Review the Welcome Letter via email and submit the required documents prior to the sale.
5. Provide a copy of the recorded deed and the \$2800 capital assessment fee to the front office.

**Property will not be transferred until all required documents and fees are provided to the front office.*

FEES

\$75.00 Resale Inspection

\$2800 Capital Assessment

\$400 Transfer

\$2800 HOA Annual

Quarterly dues - July 1, October 1, January 1, April 1

**Acceptable forms of payment: cash, money order, cashier's check, ACH debit, Roadhaven on-line payment portal, or credit card (plus credit card fee).*