

FOR SALE BY OWNER PROCEDURES WITHOUT REALTOR OR TITLE COMPANY

Effective July 1, 2024

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 a resale inspection via the online form through the Roadhaven website or at the Main Office.
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 Main Office.
4. Resale Inspection is required prior to listing the property on the Roadhaven website. If you need assistance with the listing, contact Sarah.

**Disclosure fee and resale inspection fee due to Main Office prior to closing*

**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.
3. Complete the age affidavit, and have it notarized.
4. Review the Welcome Letter via email and submit the required documents to the Main Office prior to the sale.
5. Provide a copy of the recorded deed, notarized age affidavit, notarized inspection, and the \$3360 capital assessment fee to the Main Office.

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

FEES

\$75.00 Resale Inspection-Seller

\$3360 Capital Assessment -Buyer

\$400 Disclosure-Seller

\$3360 HOA Annual-Buyer-billed quarterly in the amount of \$840

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

**You will be charged a 10% late fee if the payment is not posted by the 15th of each quarter.*

**Acceptable forms of payment: cash, money order, cashier's check, ACH debit, Roadhaven on-line payment portal, or credit card (plus credit card fee). You may enroll in autopay-\$2 third party processing fee.*