



For Sale by Owner – Roadhaven Property

Tip: Selling real estate is complex. Check the Main Office for flyers and business cards of recommended local professionals.

Seller Checklist

1. Order Resale Inspection

- Complete the [Resale Inspection Request form](#) at roadhaven.com → **My Roadhaven** → **Resident Pages** → **Forms**, or visit the Main Office.
- Fee will be billed to your account.
- Inspection must be completed by the Architectural Department, signed, and notarized by the buyer before the sale.

2. Provide Buyer Documents

- ☐ Statement of Account
- ☐ Roadhaven Balance Sheet
- ☐ Governing Documents (available at roadhaven.com/board or in Main Office)

3. Submit to Main Office

- ☐ Buyer's contact information
- ☐ Estimated closing date
- ☐ \$400 Disclosure Fee + \$75 Resale Inspection fee

4. List Property on Roadhaven.com

- Resale Inspection must be submitted first and approved first.
- Go to roadhaven.com → **My Roadhaven** → [Create a Listing](#) (login required) or submit the [Request Listing](#) form (no login required).

Buyer Checklist

- ☐ Review documents from seller: Statement of Account, Balance Sheet, and Resale Inspection.
- ☐ Sign and notarize the Resale Inspection for the Main Office.
- ☐ Complete and notarize the Age Affidavit.
- ☐ Read the Welcome Back email and complete the **five required online forms** linked in the email.

Submit to Main Office:

- ☐ Notarized Age Affidavit
- ☐ Notarized Resale Inspection
- ☐ Copy of recorded Deed
- ☐ \$3,620 Capital Contribution fee

Fees: Resale Inspection Fee: \$75 - Capital Contribution: \$3,620 - Disclosure Fee: \$400

HOA Assessment: \$3,620 annually, billed quarterly (\$905 each)

Due dates: July 1, October 1, January 1, April 1

Payment options: Cash, Money Order, Cashier's Check, Credit Card (processing fee applies), or ACH Debit/autopay via [HOA Portal](#).