

Chateaux du Lac Condominium Association Inc.
1500 Gay Road, Winter Park, Florida 32789

ADMINISTRATIVE POLICY FOR SALE/TRANSFER OF CONDO UNIT

SELLING PROCESS FOR OWNER AND PROSPECTIVE OWNER

- 1) When Management is notified about a prospective sale, they will provide the required Application forms along with the **Policy For Sale/Transfer Of Condominium Unit And Applicant Approval Process** to either the Owner, Owner's Agent, Prospective Owner or Prospective Owner's Agent. **Notice of Intent to Sell/Transfer, to be signed by Owner and Prospective Owner. Application for Sale/Transfer, to be signed by Prospective Owner. New Owner Information, to be signed by Prospective Owner.**
- 2) Owner or Prospective Owner or their respective agent returns **Notice of Intent**, signed by both Seller and Prospective Owner, **Application**, along with fee of **\$50.00**, a **copy of Sales Contract** and **New Owner Information** to the Management company.
- 3) Management processes paperwork and contacts Interview Chairman that Applicant is ready to be interviewed and gives chairman or contact person a copy of the three (3) forms. **The Sale Contract stays in management's unit owner's file. The Sales Price and Closing Date are given to Interview Chairman.**
- 4) **Prospective Owner or their respective agent calls the Chairman/Contact person for Interview Committee and a time is set for interview.**
- 5) The Interview is a friendly process, reviewing Prospective Owner's Information, going over the Rules & Regulations and answering any questions the Prospective Owner might ask. The **Distribution And Acceptance Of Responsibilities As Defined In Official Documents form is used by Interviewers and signed by Prospective Owner and person(s) conducting interview. No papers are given back to Applicant.)**
- 6) Interview chairman or committee member notifies management that the interview has been completed and is recommending approval to the Board of Directors and **returns all paperwork including signed Distribution and Acceptance Of Responsibilities form to Management.**
- 7) Management will notify Board that formal approval is needed so the **Certificate of Approval** can be issued. Vote for approval should be done at the earliest Board Meeting. If there is not enough time prior to closing, management will call Board members in order to obtain a majority vote. Two officers will need to sign Certificate of Approval, affix corporate seal to document and management will notarize and get Certificate to proper entity. If no entity is requiring the Certificate, Management will put it in the Owner's file. Management is required to keep a file on each Unit/Owner.