

# UNIT SIGN PERMISSION AND FOR SALE NOTICE



Dear Sir/Madam:

This is to inform you that \_\_\_\_\_ the owner(s) of  
Address: \_\_\_\_\_  
Legal Description: \_\_\_\_\_ has / have  
listed the above property for sale with \_\_\_\_\_ for \$ \_\_\_\_\_.

In order to accurately reflect pertinent information of the HOA/COA Group to the prospective buyer(s), please fill in the following information:

Name of HOA/COA Group: \_\_\_\_\_  
Chairperson of HOA/COA Group: \_\_\_\_\_ Phone: \_\_\_\_\_  
Property Management Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
HOA/COA Assessment Fee \$ \_\_\_\_\_ How Paid: \_\_\_\_\_ Monthly Other: \_\_\_\_\_  
Is there an impound: \$ \_\_\_\_\_ Transfer Fee upon sale: \$ \_\_\_\_\_

**HOA/COA Fee Includes: Please indicate Y (yes) N (no) if**

ITEM	YES	NO	ITEM	YES	NO
Taxes:			A/C Maintenance:		
Insurance (exterior blanket):			Heating Maintenance:		
Water:			Roof:		
Exterior:			Repair:		
Interior:			Replacement:		
Sewer:			Street Maintenance:		
Trash pick-up:			Exterior Painting:		
Electric for Unit:			Pest Control:		
Gas for Unit:			Cable TV:		
A/C for Unit:			Yard Maintenance:		
Heating for Unit:			Common Area Maintenance:		

**RESTRICTIONS Indicate Y (yes) N (no)**

Pets OK:			Truck Parking OK:		
Can Unit be Rented:			Trailer Parking OK:		
Separate RV Parking:			Boat Parking OK:		

**IS YOUR ASSOCIATION Indicate Y (yes) N (no)**

FHA Approved:			VA Approved:		
Professionally Managed:			Self Managed:		

**IS THERE A SPECIAL ASSESSMENT PENDING?:**

Number of total units in Association:		Number of rented units:	
---------------------------------------	--	-------------------------	--

**Permission Is \_\_\_\_\_ Is Not \_\_\_\_\_ Granted To Place A FOR SALE SIGN On Premises.**

This is not a letter of approval or disapproval of the sale. It is merely to inform you that a member of your group has/have listed the property for sale. When a purchase contract is properly executed, you will be notified to provide additional information and to make an appointment for the new buyer to meet with your association board, if required to do so.

As the agent for (Association name) \_\_\_\_\_, I witness that all the HOA/COA information contained in this document is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_