



UNIT # \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_

INTERVIEW DATE: \_\_\_\_\_ DAY: \_\_\_\_\_ TIME: \_\_\_\_\_

**SALES CHECK FORM**

**OWNER'S NAME**

**PURCHASER'S NAME**

	COMPLETED	PENDING
NOTICE OF INTENT FROM UNIT OWNER	_____	_____
PURCHASE APPLICATION/PHOTO IDS (\$100 CHECK)	_____	_____
TRANSMITTAL FORM BY SELLER	_____	_____
SALE'S CONTRACT FROM REALTOR	_____	_____
ESTOPPEL LETTER FROM TITLE CO. (\$150 CHECK)	_____	_____
BACKGROUND CHECK	_____	_____
FAMILY TREE/EMERGENCY CONTACT INFO	_____	_____
HOUSE MANUAL (GENERAL RULES)	_____	_____
CONDO DOCS BYLAWS AND R&R	_____	_____
VOTING CERTIFICATE	_____	_____
CERTIFICATE OF APPROVAL	_____	_____
EMAIL ADDRESS & CURRENT MAILING ADDRESS	_____	_____
DECAL-PARKING SPACE # SEND TO ROBIN	_____	_____
AFTER CLOSING- WEBSITE ACCESS/E-Communications	_____	_____