

SAMPLE

ADVICE TO SELLER

REGARDING THE ATTACHED
SELLER'S HOMEOWNERS' ASSOCIATION INFORMATION FORM

SAMPLE

Dear Seller,

When your property is subject to a Homeowners' Association (HOA) and you list your property for sale, prospective Buyers are entitled to receive certain information of material importance to help them in making a decision whether to purchase. Key concerns to Buyers are the various HOA fees, what these fees cover, the common area amenities, any restrictions regarding the use of the property, and whether the HOA is involved in any litigation. Additionally, it is important to direct Buyers to the HOA's management company or to an officer of the HOA to obtain answers for any questions they may have.

The attached SELLER'S HOMEOWNERS' ASSOCIATION INFORMATION form, when accurately completed, will provide prospective Buyers with a substantial amount of important information and will aid in the sale of your property. Please be aware that your HOA or its management company may charge you an administrative fee to complete this form.

For your protection, it is recommended that you have this form completed by an authorized representative of the Homeowners' Association, not by you, the Seller. Therefore, you should immediately deliver this information form to the proper HOA officer or, if applicable, to the HOA's Management Company when you list your property for sale. Upon return of the completed form, you should promptly forward it to your REALTOR® so that he or she may provide a copy of the itemized information to prospective Buyers for your property.

This does not relieve you, the Seller, from the responsibility of notifying your HOA at the time that you enter into a contract with a purchaser for your property so the HOA can send the other documentation required to be provided to the Buyer pursuant to Arizona Revised Statutes §33-1806.

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Thank you for your assistance and cooperation.

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SELLER'S HOMEOWNERS' ASSOCIATION (HOA) INFORMATION

Property Owner: For the protection of the property owner it is very important to have this form completed by an authorized representative of the homeowners' association.



I/We _____ property owner(s), request this form be completed by my homeowners' association and returned to address _____ and/or fax _____ regarding the following:
 Seller Name: (Print) _____ (Signature) _____ Date _____
 Property Address _____
 Association Name _____

Association President _____ Phone _____ Fax _____
 Treasurer or Management Co. _____ Phone _____ Fax _____
 Address _____ City/State _____

Preparer: Please complete all spaces. Use "N/A" if it is not applicable to complete.

ASSOCIATION FEE: \$ _____
 per Month Quarter Annual Semi-Annual
 More Than One HOA Governing Property (Fee \$ _____)..... Y N
 Pending Litigation Involving HOA
 Pending Litigation By HOA
 Pending Increase in HOA Fee (Amt \$ _____).....
 Pending HOA Assessment (Amt \$ _____).....

ASSOCIATION FEE INCLUDES: YES NO
 Fire Protection
 Refuse Collection
 Security Patrol/Guard
 Exterior Pest Control
 Termite Control
 Insurance:
 Personal Area Structural Hazard
 Common Area Structural Hazard
 Common Area Liability
 Maintenance:
 Common Area:
 Structural Improvements
 Grounds
 Pool/Spa
 Sewer Lines and/or Septic.....
 Streets/Parking Area
 Personal Areas:
 Building Exterior
 Patios
 Yards (Front).....
 Yards (Back).....
 Roof
 Heating Equipment
 Cooling Equipment.....
 Waterheater
 Utilities:
 Common Area
 Personal Area:
 Electric
 Gas
 Water/Sewer
 Basic Cable
 Internet Access.....
 Other: _____

COMMON AREA AMENITIES: YES NO
 Pool
 Spa/Hot Tub
 Recreation/Community Center.....
 Kitchen Facilities
 Tennis Court(s).....
 Racquetball Court(s)
 Exercise Facilities
 Laundry Facilities
 Controlled Access Gate/Guard
 Playground
 Other: _____

GENERAL INFORMATION: YES NO
 Federal Compliance Adult Community.....
 Cable TV Available
 Key to Common Area
 Key Deposit (Amount \$ _____).....
 Pets Allowed (Limit _____) (Size _____).....
 RV/Boat Allowed (Limit _____).....
 RV/Boat Restrictions
 RV/Boat Storage Space Provided (Fee \$ _____).....
 Limited Number of Vehicles (Limit _____).....
 Vehicle Parking Restrictions.....
 Remodeling/Modifications Allowed
 HOA Approval Required
 Rentals Allowed.....
 Inspection/Certification Required
 for Transfer (Amount \$ _____).....
 Transfer Fee (Amount \$ _____).....
 Other/Miscellaneous Fees Related to Transfer
 of Property (Amount \$ _____).....
 HOA Controlled By:
 Developer
 Homeowners
 Sale/Lease Notification Required
 To Whom
 When
 What Info
 Common Area Streets are:
 Public Private (HOA Maintained)
 Common Area Sewer Lines are:
 Public Private (HOA Maintained)

Information provided by: Name _____ Title/Position _____
 Signature _____ Date _____

Prospective Buyers: The information contained herein is not guaranteed to be accurate and does not take the place of a detailed review of all governing documents. If you do not understand the information contained herein or in the complete governing documents, seek competent legal advice.

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