

Procedures to follow if you are selling your house:

1. Ensure that your homeowner's association dues are fully paid up. Also, inspect your house for any possible Architectural Review Committee issues (missing gable vents, damaged trim, etc); an ARC inspection of the home is part of the closing packet, so fixing possible problems prior to selling eliminates the need to possibly make repairs closer to closing.
2. Once you have a contract on the house, decide whether you wish a paper or electronic copy of the sales packet. The electronic version is a link to a Dropbox folder, which will only remain available for the 90 days mandated by law, so the buyers will need to print or download any files they wish to retain. A paper copy is \$100; there is a 20% discount for the electronic version.
3. Contact the SRHOA Treasurer (SRHOATreasurer@gmail.com) to request the closing packet; please advise your closing date in the request and specify paper or electronic. A check made payable to SRHOA must be provided either at the time the paper copy is picked up, or in advance of receipt of the electronic version.
4. Allow up to two weeks for the packet to be assembled, unless other arrangements are made.
5. If you receive the paper packet, distribute the packet's materials to the professionals working on your closing. The paper closing packet is divided into two parts:
 - a. Signed financial data the settlement company needs: A statement of your assessment account and any violations of the SRHOA Covenants and Bylaws (for example, if your home needs repairs to bring it in compliance) and any dues or fines outstanding.
 - b. The new homeowner packet that must go to the buyer.