



14905 NE Sacramento St. • Portland, Oregon 97230-4586

WHEN SELLING YOUR UNIT

PLEASE PROVIDE THE FOLLOWING TO YOUR LISTING AGENT

1. Real Estate signs may be placed in front of the condo unit that is for sale, but not on the decks. Directional signs may be used during an open house, but must be removed at the end of the open house. Carriage post signs are prohibited.
2. The buyer needs to complete a Summerplace Homeowners Association membership application form and submit a copy of his or her driver's license as proof of age (55 or older) as required by HUD. This form should be submitted to the Summerplace Homeowners Association office for review PRIOR to the transaction being closed at the title company. Contact the Summerplace Office, 503-257-0733 for appointment. Office hours are Monday: 9:00am to noon, Tuesday: noon to 3:00pm, Weds-Fri: 9:00am to noon
3. There is a Summerplace Homeowners Association **Initiation fee of \$2,500** which is mailed to the Summerplace Homeowners Association, 2020 NE 150th Ave., Portland, OR 97230, collected at closing.
4. There is a Glenwood Place Condominiums **Maintenance Fee of \$2,000** which should be mailed to Glenwood Place Condominiums, PO Box 20816, Portland, OR 97294, collected at closing.
5. The **Summerplace Homeowners Association** has a pro-rated **annual assessment of \$450 per person.**
6. **Glenwood Place Condominiums** has a **monthly HOA fee of \$400**. This covers insurance on the complex (including earthquake), water, garbage and common ground maintenance.
7. We are insured by the American Benefits, Inc. ABI Insurance 4800 SW Griffith Drive Suite 300 Beaverton, OR 97005 Phone: (503) 292-1580 Ext.4935 Fax: (503) 467-4995 Email: info@abipdx.com
8. The garage must be clean and empty. The Board will check before closing.
9. The owner should leave:
 - _____ the white 3-ring binder with Glenwood Place Bylaws and all Resolutions
 - _____ the garage door opener(s)
 - _____ the mailbox key with box ID
 - _____ the clubhouse fob
 - _____ the appliance booklets