

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- Friday from 8:30am to 1:30pm.
3. There is a Summerplace Homeowners Association **Initiation fee of \$3,000** can be collected at closing or mailed to the Summerplace Homeowners Association, 2020 NE 150th Ave., Portland, Oregon, 97230.
4. There is a Glenwood Place Condominiums **Maintenance Fee of \$2,000** can be collected at closing or mailed to Glenwood Place, PO Box 20816, Portland, Oregon 97294.
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 and garage.
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: 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