

Sale of Units

Prior Notice Required to Board of Directors of Sale of Unit - Unit Owners are required by Article XIII of the Condominium By-Laws to give the Board of Directors at least thirty (30) days prior written notice of any conveyance or sale of their unit and to comply with the other provisions of Article XIII related to such sale.

The Notice of Intent to Sell Should be Sent to directors@chcondo.com and should include the name and contact information for any agent you engage for such sale or yourself if you plan to act as your own agent.

Bookkeeping - To Obtain Letters of good Standing, Certification of Common Charges (HOA fees) Paid, and other financial matters related to closings contact:

Rebecca Koch, Bookkeeper

Rebecca.louise.koch@gmail.com

Phone (206) 714-5505

Compliance with Specific Provisions of the Condominium Declaration and By-Laws -

Attorneys who will prepare documents related to sale, deed or other conveyance should review among other things the provisions of the Declaration and By-Laws related to deeds and conveyances, mortgages, covenant and restrictions, and easements.

- **Copies of the Condominium Declaration, By-Laws, and Owners' Handbook and Most Recent Financial Review are Available** on the Condominium Web site at www.chcondo.com. To obtain the password to view or copy these documents contact the Board of Directors at directors@chcondo.com.
- **Deeds, Conveyances, Leases, and All Other Agreements Must Comply with the Following:**

Declaration Article XII, Section 12.01 - All Owners, Tenants, and Occupants Subject to Condominium Documents Which Run With the Land – This section provides that All future or present owners, tenants, occupants, or any other person that might use the units or the facilities of the property in any manner, are subject to the provisions of the Declaration, By-Laws, and rules and regulations, as they may be amended from time to time. The acceptance of a deed or conveyance or the entering into of a lease, or the entering into any other agreement for occupancy of any unit, shall signify that the provisions of the Declaration, the By-Laws and Rules and Regulations of the Condominium are accepted and ratified by such owner, tenant or occupant, and all of such provisions shall be deemed and taken to be covenants running with the land and shall bind any person having, at any time, any interest or estate in such units, as though such provisions were recited and stipulated at length in each and every deed, conveyance, lease or other agreement for occupancy thereof.

- **Easements** – See Declaration Article VIII

- **By-Laws Article XIII - Selling, Mortgaging, and Leasing Units** – Also includes but is not limited to:
 - Transferee, pledgee, or mortgagee must be provided with copy of Declaration, By-Laws, Owners, Handbook, current budget, last reviewed financial statement, and current balance sheet of Condominium.
 - Other provisions related to certain certifications, power of attorney, compliance with other statutes, ordinances, and governmental regulations, renting and leasing of unit, no severance of ownership, and other requirements.

When Sale is Complete:

- **Notify the Board of Directors** at directors@chcondo.com when sale is complete. **Include the name and contact information** for the new owner and their agent.
- **Declaration Article XII, Section 12.08 - Mortgages on Units** – All owners must promptly notify the Board of Directors with the name and address of any mortgagee.
- **Homeowners Insurance** - New Owners Should Obtain a Homeowners Insurance Policy on their unit commonly referred to as HO-6 by insurance companies. Such policies shall contain a waiver of subrogation, and further such policies shall not in any way affect the liability of the carriers issuing insurance obtained by the Board of Directors. Owners should also check with their insurance agent to ensure they have coverage for damage done to other units and the Condominium building.
- **New Owner Should be Notified to Ask for Condominium Information and/or Regulations as Appropriate for:**
 - Emergency Contact Information Form
 - Move-in/Move-outs,
 - Leasing requirements for Rental units if a unit is to be leased, and
 - Condominium requirements for renovations if renovation of unit is anticipated.