

**SETTLEMENT COMPANIES:** Please do not contact the SRHOA Treasurer. The seller or the seller's realtor has the information you require, per para 4a below.

**HOMEOWNER:** Procedures to follow if you are selling your house:

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.

Once you have a contract on the house:

1. Contact the SRHOA Treasurer ([SRHOATreasurer@gmail.com](mailto:SRHOATreasurer@gmail.com)) to request a closing packet and submit a check for \$100 made payable to SRHOA. Please advise of your closing date in the request.
2. Allow up to two weeks for the packet to be assembled, unless other arrangements are made.
3. Pick-up the packet from the Treasurer and sign a form acknowledging receipt.
4. Distribute the packet's materials to the professionals working on your closing. The 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. A new homeowner packet that must go to the buyer.