

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

1. Call the SRHOA Treasurer to request a closing packet by submitting a check for \$100 made payable to SRHOA.
2. Allow a week for the packet to be assembled.
3. Pick-up the packet from the Treasurer by signing a release form.
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 violations of the SRHOA Covenants and Bylaws-such as if your home needs repairs to bring it in compliance and any fines outstanding.
 - b. A new homeowner packet that must go to the buyer. It may be given to them directly at settlement or forwarded to them through their real estate agent.

We appreciate your taking responsibility to complete these procedures. By law, buyers are entitled to inspect the closing documents prior to signing a contract-so it is in your interest to request the closing packet early in your process of selling. Often when a house is sold, the Treasurer is inundated with phone calls from real estate professionals, often multiple times to obtain this data. Under law, it is the homeowners responsibility to provide the settlement company with this information and it is in your interest to do so if you intend on selling your house. The Treasurer will only deal with calls from homeowners and has no responsibility to third parties. Also, we do not want to give out information to third parties about your house or finances. Taking the responsibility to obtain a closing packet and distributing it correctly will ensure your privacy.