

BERKELEY VILLAGE CONDOMINIUM ASSOCIATION
1280 Route 46, Parsippany, NJ 07054
RESALE CLOSING PREP LIST
gervinmgmt@optonline.net

SELLER'S RESPONSIBILITY

PRIOR TO CLOSING:

- Upon signing of contract, complete Resale Notification Form and submit it to the management company. No information will be given to mortgage company or attorneys until this form is received.
- Advise purchaser of utility account numbers for readings.
- Forward to purchaser a copy of the Master Deed and By-laws
- Make sure there is a functioning smoke detector & carbon monoxide detector in unit and make arrangements with township to have Smoke Detector/Carbon Monoxide Detector/Fire Extinguisher Inspection and Certification.

AT CLOSING:

Seller should deliver to purchaser: H.O.W. documents, if any ● instruction booklets and warranties for appliances, etc.
● keys for house & mailbox

PURCHASER'S RESPONSIBILITY

PRIOR TO CLOSING:

- Obtain copy of the Master Deed and By-laws from seller.
- Request insurance certificate from Gervin Management (gervinmgmt@optonline.net or FAX 973-335-0120). There will be a \$25 charge for a certificate. If a new certificate is required due to wrong information provided or loss of certificate, there will be an additional \$25 fee. Request MUST be in writing and must show the EXACT way mortgagee is to be shown on certificate, including mortgagee's address.
- One week prior to closing, request a "Statement of Account" for condominium being purchased at Berkeley Village. Failure of a purchaser to obtain the statement of account and pay any monies due the condominium association within three business days of closing of title shall obligate the purchaser to pay a \$100 fine, **IN ADDITION TO ANY BALANCE DUE THE ASSOCIATION FROM PREVIOUS OWNER.**
- **At closing, purchaser must pay:**
 1. **Capital Reserve:** There is a non-refundable contribution to the Capital Reserve equal to two (2) months' maintenance fees totaling \$750.00. This must be a separate check payable to Berkeley Village CIF.
 2. **Membership Fee:** \$290.00 non-refundable, non-transferable fee payable to Berkeley Village Condominium Association due at closing.
 3. **Escrow Reserve:** \$355.00 representing one month maintenance fee. **THIS MUST BE A SEPARATE CHECK AT CLOSING PAYABLE TO BERKELEY VILLAGE CONDOMINIUM ASSOCIATION.**
 4. **Other:** \$275.00 Administration Fee, payable to Gervin Management & Realty, is due at closing. A copy of the HUD is to be provided to condominium association.

AFTER CLOSING:

Notify management company of the date of closing and new telephone # & e-mail address. If new owner does not intend to personally occupy the unit, the management company must be given a copy of the lease and the Owner/Tenant Registration Form must be completed and returned to the management company.

BERKELEY VILLAGE CONDOMINIUM ASSOCIATION
c/o Gervin Management
1280 Route 46, Parsippany, NJ 07054
RESALE NOTIFICATION FORM

**THIS FORM MUST BE FILED WITH THE ASSOCIATION IMMEDIATELY UPON SIGNING A
CONTRACT OF SALE**

ALL INFORMATION IS REQUIRED AND WILL BE KEPT CONFIDENTIAL AT THE OFFICE OF THE MANAGEMENT COMPANY.
FAILURE TO SUPPLY ALL INFORMATION WILL RESULT IN A DELAY OF PURCHASER'S MORTGAGE CO. QUESTIONNAIRE,
STATEMENT OF ACCOUNT AND CERTIFICATE OF INSURANCE, WHICH WILL DELAY THE CLOSING.

PLEASE COMPLETE THE FOLLOWING:

Date or anticipated date of closing: _____

Name of Seller: _____

Property Address: _____

Seller's Attorney (name, address, phone #): _____

Name of Purchaser: _____

Current Mailing Address: _____

Current Home Tel. #: _____ Cell #: _____

E-mail address: _____

Will purchaser reside in condominium being purchased? Yes No

Purchaser's Attorney (name, address, phone #): _____

A contract of sale has been entered into on the above property. The pertinent information is herewith
provided for your records.

Signed: _____ Date: _____

Gervin Management & Realty, LLC
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e-mail: gervinmgmt@optonline.net