

BRAEMAR AT ROCKAWAY CONDOMINIUM ASSOCIATION
1280 Route 46, Parsippany, New Jersey 07054
RESALE CLOSING PREP LIST

SELLER'S RESPONSIBILITY:

PRIOR TO CLOSING:

1. Upon signing of contract, notify Management Company of purchaser's name, address and phone number, along with respective attorneys' names and addresses.
2. Advise purchaser of utility account numbers for final readings.
3. Forward to purchaser a copy of the Public Offering Statement (document known as Master Deed and By-laws). If you do not have the Public Offering Statement, a copy can be purchased at a cost of \$50.00, plus postage if mailed.

AT CLOSING:

Seller should deliver to purchaser: ❶ H.O.W. documents ❷ Instruction booklets and warranties for appliances, etc. ❸ Keys for house & mailbox

PURCHASER'S RESPONSIBILITY:

PRIOR TO CLOSING:

1. Request Insurance certificate from Gervin Management (gervinmgmt@optonline.net). There is no charge for the first certificate. However, there will be a \$25 charge if request for certificate is not received more than 5 business days prior to closing date, or replacement or duplicate certificate is required due to loss or incorrect mortgagee information. **Request must be in writing and must show the EXACT way mortgagee is to be shown on certificate, including mortgagee's address.**
2. One week prior to closing request a "Statement of Account" for condominium being purchased at Braemar. (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 \$50 fine, **IN ADDITION TO ANY BALANCE DUE THE ASSOCIATION FROM PREVIOUS OWNER**)
3. At closing, purchaser must pay TWO (2) MONTHS condominium fees, payable to BRAEMAR CIF and \$275.00 administration/transfer fee, payable to Gervin Management.
3. Advise utilities of new billing information: JCP&L - 1-800-662-3115; Cablevision - 884-0027;
Gas - 1-800-221-0051
4. Provide a copy of HUD Statement & copy of recorded deed to condominium association.

AFTER CLOSING:

Notify management company (Gervin Realty @ 335-5587) of the date of closing, new telephone #, and vehicle registration.

BRAEMAR 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
1280 Route 46, Parsippany, NJ 07054
973-335-5587 • FAX 973-335-0120
e-mail: gervinmgmt@optonline.net**