

MANOR II 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. If you do not have these documents, a copy can be found on our website ([gervinmanagement.com/associations](http://gervinmanagement.com/associations))
- 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. You cannot close without this 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 Realty ([gervinmgmt@optonline.net](mailto:gervinmgmt@optonline.net) or FAX 973-335-0120). Request must be received at least 5 business days prior to closing to avoid a \$25 charge. There will also be a \$25 charge if new certificate is required due to wrong information provided or loss of certificate. 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 Manor II. 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 \$275 administrative/transfer fee, payable to Gervin Management.
- Provide a copy of HUD & copy of recorded unit deed to Gervin Management, 1280 Route 46, Parsippany, NJ 07054

**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.

MANOR II 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 #): \_\_\_\_\_

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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 #): \_\_\_\_\_

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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  
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