

SCHOOL HOUSE PLAZA CONDOMINIUM ASSOCIATION
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

SCHOOL HOUSE PLAZA CONDOMINIUM ASSOCIATION, INC.
1280 Route 46, Parsippany, NJ 07054
RESALE CLOSING PREP LIST
gervinmgmt@optonline.net

SELLER'S RESPONSIBILITY

PRIOR TO CLOSING:

1. 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.
2. Advise purchaser of utility account numbers for readings.
3. 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)
4. Make sure there is a functioning smoke detector & carbon monoxide detector in unit and make arrangements with town 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:

1. Obtain copy of the Master Deed and By-laws from seller.
2. **Make a written request for a Certificate of Insurance from Gervin Realty (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 a 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.**
3. **One week prior to closing, request a "Statement of Account" for condominium being purchased at School House Plaza in writing. Failure of a purchaser to obtain the statement of account and pay any monies due the condominium association by the seller 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.**
4. **At closing, purchaser must pay a non-refundable contribution to the Reserve fund, payable to School House Plaza CIF equal to two (2) months' monthly maintenance fee; a non-refundable contribution to working capital account equaling one (1) month's maintenance fee, payable to School House Plaza Condo. Assn. In addition, purchaser must pay 1 month in advance maintenance fee, payable to School House Plaza Condo. Assn. and a \$295 administrative/transfer fee, payable to Gervin Management.**
5. Provide a copy of HUD to Gervin Management, 1280 Route 46, Parsippany, NJ 07054
6. Owner is required to purchase an HO-6 insurance policy & provide proof of insurance to management company prior to closing.

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 notified of owner's mailing address and be given a copy of the lease and the Owner/Tenant Registration Form must be completed and returned to the management company.