

SELLER TRANSFER PACKET

The Seller/Owner is required to forward the following documents to the Association Office three weeks prior to the closing date.

1. Copy of the signed Sales Contract for the Brentwood Forest condo sold
2. \$175 Transfer Fee payable to Brentwood Forest Condominiums
3. Seller Notification of Intent to Sell form (complete, sign & return)
4. Cancel Automatic Payment Plan, if applicable
5. Seller Modification Disclosure Acknowledgement

The Seller is responsible to forward to the purchaser the following prior to closing:

1. Brentwood Forest Declaration and By-Laws
2. Homeowner's Manual Rules and Regulations
3. Condo Fee Coupon Booklet & Envelopes, if applicable
4. Pool Passes (May through September)
5. Disclose Exterior Modifications installed by prior/current owner (s), if any

The seller must contact the Housing Department at the City of Brentwood for an interior inspection of the condo prior to closing. Call (314) 962-4800 to schedule an appointment. An Occupancy Permit will not be issued to the purchaser until all the predications/repairs (if any) have been repaired or corrected. An exterior inspection is performed by Brentwood Forest. Predications are required to be corrected before a Waiver Letter will be issued to the title company.

Brentwood Forest will not forward a Waiver Letter required by the title for your closing until all documentation from both the purchaser and seller are received and all predications/repairs required by the City of Brentwood and Brentwood Forest are completed. The seller must call the appropriate office for a final inspection.

If you are currently enrolled in the Automatic Payment Plan, the seller must complete the enclosed cancellation agreement form and return it to the Association Office to cancel withdrawals from your designated account.

Please call the Brentwood Forest Association Office at 961-3066, if you have any questions.

IF THE REQUIRED DOCUMENTS ARE NOT RECEIVED
YOUR CLOSING MAY BE DELAYED

**SELLER
NOTIFICATION OF INTENT TO SELL**

Address of Brentwood Forest condo sold _____.

I/We the undersigned, being all true owners of record of the above described unit located in Brentwood Forest Condominiums, in the City of Brentwood, St. Louis County, Mo. 63144, do hereby notify Brentwood Forest Condominium Association and Board of Managers, in compliance with Section 18.5 of the Brentwood Forest Condominium Declaration of Condominium and By Laws of my/our intention to sell said unit to: _____ according to the terms of the Sale Contract attached hereto. Seller hereby acknowledges that he/they have disclosed all modifications installed by prior and current owner(s) that would be the new owner(s) responsibility to maintain and repair in the future.

SELLER INFORMATION: Closing Date _____

Seller(s) Name: _____

Forwarding Address: _____

Cell # _____ Work # _____ Home # _____

Real Estate Company Name _____

Seller's Agent _____

Cell # _____ Work # _____ Home # _____

Title Co. Closing for Seller: _____

Closer: _____ Phone # _____

I/we the undersigned submit the above information to be true to the best of our knowledge. I/We submit this notification and the attached documents and information to assist Brentwood Forest Condo Association/Board of Managers of Brentwood Forest and do hereby certify that no fraudulent action is intended by me/us.

Date

Seller Signature

Seller Signature

CANCELLATION AGREEMENT FOR AUTOMATIC PAYMENT PLAN

Brentwood Forest Condominium Association

This letter serves as notification to CANCEL my Automatic Payment Plan for the address designated on this form. I am aware that my monthly condominium fee will continue to be automatically deducted from my account until the month and date stated below. If I have any questions regarding this cancellation, I will contact the Brentwood Forest Condominium Association Office at 961-3066.

(Print) Name on Bank Account

Second Party, if Joint Account

BF Condo Address _____

Name of your Bank _____

Bank Routing # _____

Last month the condo fee should be withdrawn from this account _____

Signature

Second Party Signature, if Joint Account

Date _____

Date _____

**SELLER
MODIFICATION DISCLOSURE STATEMENT**

The seller hereby acknowledges the following additions/changes to the exterior of
the condominium located at _____.

Storm Door ()

Patio Door ()

Deck Addition ()

Steps ()

Gate ()

Door Knocker ()

Door Bell ()

Door Knob and/or Locks ()

Light Fixture ()

Satellite Dish ()

Sunshade ()

Sensor Light ()

Vent ()

Other (please list) _____

Seller Signature

Date