



INFORMATION PERTAINING TO SELLING YOUR HOME

Dear Homeowner,

During a recent property inspection it was noted that your home is listed for sale. One of the services provided to our clients is direction in the process of selling their home. We hope you find this information to be a benefit and will utilize our services in making your transition smoother.

Once a contract is signed and before you can close, it will be necessary to contact our office to obtain a "**Paid Assessment Letter**". This letter will advise all parties involved as to the status of your association account. Your request should include the following information:

- Seller's name
- Address of selling property
- New owner name
- Closing date
- Purchase price

A charge of \$50.00 is charged to your account for the "**Paid Assessment Letter**."

NOTE: It is required that you provide the new owner with a copy of the association's governing documents. This information is also available on your associations website located at www.walkupassociation.com , or CMS will provide a printed copy for a charge of \$25.00, which will be assessed to your account and is to be paid at the time of closing.

If you have any questions, please feel free to contact me at 815-814-7088.

Sincerely,

Lynda Potas
Property Manager