

## WHEN SELLING YOUR UNIT

### PLEASE PROVIDE THE FOLLOWING TO YOUR LISTING AGENT

1. Real Estate signs may be placed in front of the condo unit that is for sale, but not on the decks. Directional signs may be used during an open house, but must be removed at the end of the open house. Carriage post signs are prohibited.
2. The buyer needs to complete a Summerplace Homeowners Association membership application form and submit a copy of his or her driver’s license as proof of age (55 or older) as required by HUD. This form should be submitted to the Summerplace Homeowners Association office for review PRIOR to the transaction being closed at the title company. Contact the Summerplace Office, 503-257-0733 for appointment. Office hours are Monday- Friday from 8:30am to 1:30pm.
3. There is a Summerplace Homeowners Association Initiation fee of \$2,000 which is mailed to the Summerplace Homeowners Association, 2020 NE 150<sup>th</sup> Ave., Portland, OR 97230, collected at closing.
4. There is a Glenwood Place Condominiums Maintenance Fee of \$2,000 which should be mailed to Glenwood Place – Office, 14905 NE Sacramento St., Portland, OR 97230, collected at closing.
5. The **Summerplace Homeowners Association** has a pro-rated annual assessment of \$450 **per person**.
6. **Glenwood Place Condominiums** has a monthly HOA fee of \$325. This covers insurance on the complex (including earthquake), water, garbage and common ground maintenance.
7. We are insured by the American Benefits, Inc.  
 ABI Insurance  
 4800 SW Griffith Drive Suite 300 Beaverton, OR 97005  
 Phone: (503) 292-1580 Ext.4935 Fax: (503) 467-4995  
 Email: abipdx.com
8. The garage must be clean and empty. The Board will check before closing.
9. The owner should leave:
  - \_\_\_\_\_the white 3-ring binder with Glenwood Place Bylaws and all resolutions as of 03/10/2023.
  - \_\_\_\_\_the garage door opener(s)
  - \_\_\_\_\_the mailbox key with box ID
  - \_\_\_\_\_the clubhouse fob
  - \_\_\_\_\_the appliance booklets