

**1666 COFFMAN CONDOMINIUM ASSOCIATION, INC.
PROMOTIONS COMMITTEE**

THINKING OF PUTTING YOUR UNIT ON THE MARKET?

IT'S NEVER TOO EARLY TO BE PREPARED

- Consolidate all real estate and improvement documents pertaining to your 1666 Coffman unit.
- If you've drawn up a trust and your intent was to include the unit in the trust, now is the time to make sure it is correctly titled to the trust.
- Routinely file all of **Board Regulations** and other Coffman documents in your official, loose-leaf notebook as they are revised and distributed to you.
- Begin to downsize. Start with hall, garage, and workshop storage areas.
- Familiarize yourself and comply with all of the 1666 Coffman waste disposal and recycling rules found in **Board Regulation No. 1**. Refer to the donation, recycling, and waste disposal resources at the end of this checklist for common items that cannot be disposed of at 1666.
- If you are thinking of selling household items, be sure you are familiar with **Estate Sales Policy, Board Regulation No. 14**.

SIX MONTHS BEFORE

- Make working copies of **Board Regulations Nos. 1, 10, 12, and 18**, which have a bearing on selling and moving. If you have any questions contact the Chair of the Promotions Committee and/or Site Manager and get them answered.
- Unless you have a private buyer lined up, marketing the unit yourself can be a lot of work. This document assumes you will use a realtor, preferably one familiar with 1666 Coffman as well as other 55+ condominium communities.
- Develop a list of realtors; have them visit 1666 and give them tours of the entire property. Make sure they know that a buyer(s) must meet eligibility requirements outlined in **Board Regulation No. 12**.
- Get no-obligation market analyses of your property, including comparable sales data, from at least two realtors.
- Pricing your unit correctly is one way to sell it quickly and lessen the possibility that you will have to request a **"Hardship Waiver"** down the line.

THREE MONTHS BEFORE

- Make sure your unit and storage areas are clutter-free, clean and in good repair.
- Review and comply with all of the 1666 Coffman waste disposal and recycling rules found in **Board Regulation No. 1**. Refer to the donation, recycling and waste disposal resources at the end of this checklist for common items that cannot be disposed of at 1666.
- Make sure your Coffman loose-leaf notebook is up-to-date. Compare it with the Site Manager's copy and obtain necessary updates. If you want the Site Manager to do it, the cost is \$50.
- Know the location of all of your building keys, unit keys, common area keys and storage locker keys. Ask to see if your keys correspond to the latest key records kept by the office. Resolve any discrepancies.

FINAL WEEKS AND DAYS BEFORE

- Select a realtor, establish a selling price, and sign a realty listing agreement. Discuss and approve the marketing plan, including promotional materials.
- Give the listing information to Chair of the Promotions Committee as soon as you sign a realty listing agreement.
- Introduce your realtor to the Site Manager who will review the procedures for showing the unit with your realtor, including the location of the Lock Box.
- Make sure that the realtor sends a "for sale" flier to the University Real Estate Office. This will be distributed to University Deans, Directors, and Department Heads for posting.
- Be sure the realtor is aware of the eligibility requirements for purchasing at Coffman

WEEKS DURING THE MARKETING PROCESS

- Upon signing a purchase agreement, give the realtor your copy of the loose-leaf notebook of association documents. At the same time s/he must obtain a copy of a **“Common Interest Community Resale Disclosure Certificate”** from 1666’s Site Manager. You will be billed a fee of \$200 for this document.
- Notify the Site Manager of the scheduled closing date.
- Give the Site Manager three (3) days advance notice of your move. Complete a **“Move-Out”** form and pay the \$200 security deposit.
- Review and comply with all of the 1666 Coffman waste disposal and recycling rules found in **Board Regulation No. 1**. Refer to the donation, recycling, and waste disposal resources at the end of this checklist for common items that cannot be disposed of at 1666.
- Remove all possessions and thoroughly clean your unit and all storage areas.

CLOSING DAY

- At the time of the sale, but not before, turn over the building, mailbox, storage locker, Unit keys, and the garage door opener to the new owner(s). Prospective buyer(s) are not permitted to occupy the Unit, or begin any structural or decorating changes to the Unit until the legal transfer of the title is completed.

DONATION, RECYCLING, AND WASTE DISPOSAL RESOURCES

ARTWORK –

BOOKS – Consult with Chair of 1666 Coffman’s Library Committee as early as possible for advice.

- Goodwill
- AAUW for annual book sale.
- Local Library Systems’ Friends Organizations

CLOTHING

ELECTRONICS – Best Buy stores – you don’t have to have purchased items from them.

EXERCISE EQUIPMENT –

FURNITURE

GARDEN/EQUIPMENT AND SUPPLIES –

HOME HEALTH CARE EQUIPMENT – if equipment was borrowed from the 1666 Home Health Care Equipment collection return it to the second floor storage room, using your common area “R” key and sign the book.

HOUSEHOLD ITEMS

TOOLS

Approved by the Board of Directors on June 24, 2014
By Promotions Committee, Carol Van Why