

## **Quincy Park Condominium Association Seller's Instructions for Closing the Sale of a Unit**

The following is a helpful checklist for use in completing all of the Quincy Park Condominium Association requirements for closing on the sale of your unit.

- Obtain a Sale Packet from the Quincy Park management office.
- Locate your copy of The Amended and Restated Declaration of Condominium Ownership, Covenants, Conditions, Restrictions, Easements and By-Laws of Quincy Park Condominium Association. Bring them to office as soon as you have a signed contract. This item must be signed for by the buyer prior to a paid assessment letter being issued. If you can not locate yours a copy may be obtained from the office at a cost of \$15.00 per copy, this cost will be added on to your paid assessment letter.
- Ask your realtor to assist you in completing the buyer's portion of the Resale Application. The realtor should then fax both the Resale Application and a copy of the Sale Contract to the Quincy Park office, at 847 459-4870, or mail it to Quincy Park Condominium Association at 1592 Quaker Lane, Prospect Heights, Illinois 60070.
- Pay your account balance (assessments, late charges, fines and other fees) in full through the end of the month of closing. Any pro-rating for the final month's assessment must take place between the buyer and seller at closing.
- Our Maintenance Director will inspect the exterior components of your unit including the windows and screens for each window, and the surrounding landscape, as well as the garage interior, overhead door and trim. You will be notified of any damages or rule violations he finds. Copies of the forms we use are enclosed, for your benefit, should you wish to correct any existing problems prior to the closing inspection.
- Bring your Rules & Regulations booklet, your pool passes (4), your assessment coupon book and your garage keys (2) to the Quincy Park office. When all requirements are met a paid assessment letter will be issued, with the following application fee added on.
- Certificate of Insurance can be obtained through Mr. Manny Marczak's office, their phone number is 847-433-8600. This is a required form for your closing.

### **Application Fee and Replacement Item Schedule**

<b>Requirements met 10 or more days before closing</b>	<b>\$ 35.00</b>
<b>Requirements met 3 to 9 days before closing</b>	<b>\$ 50.00</b>
<b>Requirements met 48 hours or less before closing</b>	<b>\$ 75.00</b>
<b>Replacement of Condominium Declarations &amp; By-Laws</b>	<b>\$ 15.00</b>
<b>Replacement of garage overhead door lock and keys</b>	<b>\$ 35.00</b>
<b>Replacement of Rules &amp; Regulations booklet</b>	<b>\$ 5.00</b>
<b>Replacement of garage utility door key</b>	<b>\$ 40.00</b>
<b>Replacement fee for each pool pass not returned</b>	<b>\$ 5.00</b>