

## Information/Reminders for Owners or Realtors Selling Royal Coach Condos.

1. In gathering information for a sale listing of a Royal Coach condo, make sure you are using the information on the ROYAL COACH website. Coach House and Coach Gate are NOT part of Royal Coach, and our amenities, condo sq.ft. figures, and HOA fees are different than in these other communities.
2. Make sure you are familiar with the RC Master Deed document, Rules, and Bylaws and the Moving Rules before selling a condo. (See [royalcoach.org](http://royalcoach.org))
3. Inform potential buyers of the information in the above documents and encourage potential buyers to read these documents that are posted on our Royal Coach website prior to purchasing a Royal Coach condo.
4. Make sure potential buyers understand that: hardwood floors may NOT be installed on ANY 2<sup>nd</sup> floor condo, NO EXCEPTIONS; ANY changes to the original design of the condo MUST be approved by the BOARD; and those moving in may NOT have more than ONE pet and it MUST be under 16 lb., (NO EXCEPTIONS).
5. Be aware that owners or realtors MUST stay with anyone who comes to see the condo, inspect the condo, organize the condo, stage the condo, or do repairs to the condo prior to the closing of a purchase. (This is for safety and security issues.)
6. All paper documents that must be completed prior to the sale of a condo, such as the seller's certificate will be completed by the facility manager or Royal Coach Board president for a fee of \$150. This fee will also include a one-time session with the purchasing buyer(s) to give information and answer questions about the Royal Coach community. Documents that must be completed by all owners will be completed at this session.
7. A New Owner's Service Fee which covers the hours spent by Facility Manager while on-site will be charged for the following services: one time, orientation session with facilities manager to give information and answer questions about Royal Coach community; distribution and completion of Royal Coach emergency forms, installation of pads in elevators prior to moving date; supervision of pre-moving activities. These activities include supervision of service persons such as cleaners, stagers, organizers, etc.; supervision of actual move to avoid infractions; clean up of common areas such as hallways, stairways, etc., if applicable; liaison between realtor and association and homeowner. Service fee is \$100, and will be paid by the new owner within seven (7) days of moving date.

8. Make sure potential buyers are aware of the Moving Rules document. This document can be found on the Royal Coach website. Moving rules **MUST** be followed if moving is to take place. (NO EXCEPTIONS.)