

## The Villa at the Woods Condominium Unit Transfer Application Process and Instructions

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The **seller** and **purchaser** must complete the enclosed forms and acknowledgments after a bona-fide offer/contract is accepted. When all are completed and signed, with the appropriate payments rendered, then the separate seller's package and purchaser's package must to be sent back to The Villa at the Woods Condominium Board of Managers for review and preparation for Unit Transfer (Closing). Please remit to their office, the following items as soon as possible **AND at least THREE (3) weeks** in advance of the projected closing date.

1. The **seller** and **purchaser** must complete and sign the enclosed informational forms. Facsimile signatures are acceptable as long as they have not degraded to becoming unrecognizable or illegible.
2. The **seller** provides a copy of the complete executed Contract of Sale (including all riders and addendums).
3. The **seller** must pay non-refundable processing fee of Four Hundred dollars (\$400.00 money order or check) made payable to "The Villa at the Woods Condominium".
4. The **seller** adheres to all the requirements of the attached Move-Out Procedure as failure to do so will delay the Unit Transfer (Closing).
5. The **seller** is required to provide a copy of the Offering Plan (which includes the Declaration and By-Laws) to the purchaser. A paper copy is available for Two Hundred and Fifty dollars (\$250), if needed.
6. The **purchaser** must pay non-refundable processing fee of Five Hundred and Fifty dollars (\$550.00 money order or check) made payable to "Realty Data Processing, Inc".
7. The **purchaser** pays a Two (2) month common element mandatory Reserve Fund Contribution (money order or check) made payable to "The Villa at the Woods Condominium". This is refundable if the Unit Transfer (closing) does not take place.
8. The **purchaser** adheres to all the requirements of the attached Move-In Procedure.
9. The **purchaser** may elect to enroll in the Direct Payment or ACH Option. This is strongly recommended, but is not required.
10. The **purchaser** is responsible for **any and all** unpaid charges, fees, and fines that remain unpaid when the unit is transferred upon closing. For example, if the Unit Transfer (Closing) occurs past the close of business on the 10<sup>th</sup> of the month, if the common element remains unpaid, then a late fee is assessed and placed on the account.

**Please note that NO Condominium Questionnaires, Insurance Certificates, Paid Up Letter, Litigation Status Letter, Waiver of the Condominium's Right of First Refusal Letter, and any other documents applicable to the Unit Transfer will be released unless the complete Seller's and Purchaser's application packages are returned with all payments in possession.**

To be clear, inaccurate forms and/or incomplete packages may result in delays, while misleading information will result in potential fines, as applicable, upon discovery.

Therefore, after all forms are completed, signed, and the respective checks, and/or money orders are all in place - Then each package shall be sent to The Villa at the Woods Condominium Board of Managers for review and preparation for closing.

- Please utilize the following checklist to ensure compliance and minimization of delays.

1. **Seller's** package mailed to The Villa at the Woods Condominium Board of Managers contains the following:
  - \$400.00 money order or check payable to The Villa at the Woods Condominium.
  - \$500.00 refundable Move-Out money order or check payable to The Villa at the Woods Condominium.
  - If an Offering Plan copy is required, then \$250 money order or check payable to The Villa at the Woods Condominium.
  - Executed Contract of Sale (including any future updates, revisions, addendums)
  - Owner's (Seller's) Unit Information Form
  - Owner's (Seller's) Contact Information Form
  - Owner's (Seller's) Move-Out Acknowledgement Form
  
2. **Purchaser's** package mailed to The Villa at the Woods Condominium Board of Managers contains the following:
  - \$550.00 money order or check payable to Realty Data Processing, Inc.
  - \$500.00 refundable Move-In money order or check payable to The Villa at the Woods Condominium.
  - Money order or check payable to The Villa at the Woods Condominium in the amount of two (2) months common element for the mandatory Reserve Fund Contribution
  - Purchaser's Information Form
  - Purchaser's Mortgage Information Form
  - Purchaser's Move-In Acknowledgement Form
  - Unit Alteration and Renovation Acknowledgement Form
  - Rules, Regulations, Procedures, and Policies Acknowledgement Form

Please take note of the following mailing and contact information:

- The Villa at the Woods Condominium Board of Managers mailing address is:  
The Villa at the Woods Condominium  
c/o Realty Data Processing  
303 Merrick Road  
Suite 506  
Lybrook, NY 11563-2501  
Attn: Villa Unit Transfer
  
- The Villa at the Woods Condominium Board of Managers may be reached at:  
eMail: VillaAtTheWoods@gmail.com  
Website: <https://www.villaatthewoods.org/>
  
- The Villa at the Woods Condominium Services Company may be reached at:  
Company: Esteem Realty Management  
Phone: (516) 887-3640 or (833) 845-5293

Sincerely,  
The Villa at the Woods Condominium Board of Managers

**Owner's (Seller's) Unit Information**

**Unit Designation:** \_\_\_\_\_

Monthly Common Element Payment: \_\_\_\_\_

Monthly Special Assessment Payment: \_\_\_\_\_

Number of Bedrooms and Bathrooms: \_\_\_\_\_

Assigned Parking Space Number(s): \_\_\_\_\_

Entrance Door Locks Keyed to Master: Yes No (Circle One)

Laundry Equipment Installed: Yes No (Circle One)

Laundry Equipment Hookups Installed: Yes No (Circle One)

Functional Water Heater Leak Detector Installed: Yes No (Circle One)

Drain Protection Installed for all Tubs and Showers: Yes No (Circle One)

Drain Protection Installed for Kitchen Sink: Yes No (Circle One)

Drain Protection Installed for all Bathroom Sinks: Yes No (Circle One)

Faucets or Water Fixtures Actively Dripping/Leaking: Yes No (Circle One)

Toilets Running Periodically/Unexpectedly: Yes No (Circle One)

Annual Taxes (Property and School): \_\_\_\_\_

Contracted Purchase Price: \_\_\_\_\_

Purchaser's Deposit: \_\_\_\_\_

Purchaser's Amount Financed: \_\_\_\_\_

Projected Closing Date: \_\_\_\_\_

Contract Related Conditions, Actions, and/or Contingencies of Sale

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Owner's (Seller's) Contact Information**

**Unit Designation:** \_\_\_\_\_

Print Name(s): 1) \_\_\_\_\_  
2) \_\_\_\_\_

**Present Address (if different then the unit being sold)**

Number and Street: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

eMail Address(es): \_\_\_\_\_

**New Address (if different then the Present Address)**

Number and Street: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

eMail Address(es): \_\_\_\_\_

**Attorney Information**

Print Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_  
\_\_\_\_\_

Office Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

eMail Address(es): \_\_\_\_\_

NOTE: Write-In or Attach Additional Information/Forms As Needed/Required

# OWNER'S (SELLER'S) MOVE-OUT PROCEDURE

Dear Current Unit Owner (Seller)

Listed below are the requirements of The Villa at the Woods Condominium regarding the Move-Out from your unit. Please acknowledge your receipt, understanding, and adherence to the items set forth below by signing at the end of this notice.

1. **AS PART OF THE UNIT TRANSFER APPLIACAITON**, the Condominium Services Company must be provided a refundable Five Hundred dollars (\$500.00) Move-Out damage deposit. This is not a limit on your liability.
  - a. The deposit is refundable provided the building, its hallways, doors, walls, stairs, elevator, and other items are not damaged and no rules violations have occurred during the move.
  - b. The deposit will be utilized to pay for any damage or rules violations, should they occur. Should damages or rules violations occur in excess of the deposit, the remaining payment will be collected via an additional money order, certified check, or personal check or by a charge on the monthly common charge statement.
2. **PRIOR TO MOVING OUT**, the Condominium Services Company must be advised at least TWO (2) days in advance of a Move-Out by the party moving out. The Condominium Services Company or Property Superintendent will inspect the building, its hallways, doors, walls, stairs, elevators, and other items to ensure they are not damaged and no rules violations have occurred during the Move-Out.
  - Moving out of the unit must **ONLY** be done during the hours of 8:00 am to 6:00 pm Monday thru Saturday, excluding Holidays, unless written permission is obtained.
3. **PRIOR TO UNIT TRANSFER (Closing)**, make arrangements with the Board of Managers and the Condominium Services Company at least FOURTEEN (14) days in advance to perform an inspection of the Condominium Unit to ensure compliance with the existing operating documents. Failing to achieve compliance shall result in unit transfer delay.
4. **PRIOR TO UNIT TRANSFER (Closing)**, the seller makes arrangement with the Condominium Services Company at least TWO (2) days in advance for escorted access to vacate any items in the common storage area. In accordance with the By-Laws, a storage space is not conveyed and not transferable, but may be assigned by the Board of Managers.
5. Building Security and Fire Doors are **NOT** allowed to be propped open and left unattended for greater than fifteen (15) minutes. If moving is delayed more than fifteen (15) minutes, Then all unattended security and fire doors must be closed and latched.
  - a. Propping open doors is ONLY allowed by using proper door chocks constructed for this type of service, **NOT** items left in the door jamb, hinge, closer, striker, its frame, or by leaning something up against the door itself (e.g. screwdrivers, tape, rocks, sticks, or building carpets) as these may damage the door and/or render it not capable of closing and latching.

**FAILURE TO ADHERE TO THESE PROCEDURES WILL RESULT IN A FINE WITHOUT NOTICE, PLUS ANY DAMAGES CAUSED, AND DELAY OF THE UNIT TRANSFER**

## **ACKNOWLEDGMENT**

By Signing My/Our Name(s) Below, I/We Agree To Adhere To The Move-Out Procedure.

Unit Designation: \_\_\_\_\_

Seller 1: \_\_\_\_\_  
PRINT – SIGN – DATE

Seller 2: \_\_\_\_\_  
PRINT – SIGN – DATE

**Purchaser's Information**

**Unit Designation:** \_\_\_\_\_

Print Name(s): 1) \_\_\_\_\_

2) \_\_\_\_\_

Annual Income: 1) \_\_\_\_\_ 2) \_\_\_\_\_ (Attach Lender Credit Reports)

Initial Residency/Use: Primary Secondary Rental (Circle One)

• If Primary, number of persons: Twelve and Older \_\_\_\_\_ Under Twelve \_\_\_\_\_

• If Primary, number of pets and types: \_\_\_\_\_

**Present Address**

Number and Street: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

eMail Address(es): \_\_\_\_\_

**Present Employer**

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Current Position: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Attorney Information**

Print Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_

Office Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

eMail Address(es): \_\_\_\_\_

NOTE: Write-In or Attach Additional Information/Forms As Needed/Required

**Purchaser's Mortgage Information**

**Unit Designation:** \_\_\_\_\_

Recorded Deed held by: 1) \_\_\_\_\_

2) \_\_\_\_\_

**Ensure Mortgagee Information is exactly as required to appear on Insurance Certificate**

Mortgagee Name: \_\_\_\_\_

Mortgagee Address: \_\_\_\_\_

\_\_\_\_\_

Mortgagee Loan ID: \_\_\_\_\_ Contact: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Fax No: \_\_\_\_\_

eMail Address(es): \_\_\_\_\_

**Mortgagee Attorney Information**

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Fax No: \_\_\_\_\_

eMail Address(es): \_\_\_\_\_

**Title Company Information**

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_

Title Number: \_\_\_\_\_ Contact: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Fax No: \_\_\_\_\_

eMail Address(es): \_\_\_\_\_

NOTE: Write-In or Attach Additional Information/Forms As Needed/Required

# PURCHASER'S MOVE-IN PROCEDURE

Dear Prospective Unit Purchaser:

Listed below are the requirements of The Villa at the Woods Condominium regarding the Move-In to your unit. Please acknowledge your receipt, understanding, and adherence to the items set forth below by signing at the end of this notice.

1. **AS PART OF THE UNIT TRANSFER APPLIACAITON**, the Condominium Services Company must be provided a refundable Five Hundred dollars (\$500.00) Move-In damage deposit. This is not a limit on your liability.
  - a. The deposit is refundable provided the building, its hallways, doors, walls, stairs, elevator, and other items are not damaged and no rules violations have occurred during the move.
  - b. The deposit will be utilized to pay for any damage or rules violations, should they occur. Should damages or rules violations occur in excess of the deposit, the remaining payment will be collected via an additional money order, certified check, or personal check or by a charge on the monthly common charge statement.
2. **PRIOR TO MOVING IN**, the Condominium Services Company must be advised at least TWO (2) days in advance of a Move-In by the party moving in. The Condominium Services Company or Property Superintendent will inspect the building, its hallways, doors, walls, stairs, and other items to ensure they are not damaged and no rules violations have occurred during the Move-In.
  - Moving into the unit must **ONLY** be done during the hours of 8:00 am to 6:00 pm Monday thru Saturday, excluding Holidays, unless written permission is obtained.
3. **PRIOR TO CONTACTING AND ORDERING TV, PHONE, OR INTERNET SERVICES**, the Condominium Services Company must be contacted at least TWO (2) days in advance to coordinate access to the locked location necessary to hook up said services.
4. **AFTER THE UNIT TRANSFER (Closing)**, make arrangements with the Condominium Services Company at least TWO (2) days in advance to provide a "mastered" passkey to the Unit entrance door at purchaser's cost for unit access in accordance with the Declaration and By-Laws.
5. Building Security and Fire Doors are **NOT** allowed to be propped open and left unattended for greater than fifteen (15) minutes. If moving is delayed more than fifteen (15) minutes, Then all unattended security and fire doors must be closed and latched.
  - a. Propping open doors is ONLY allowed by using proper door chocks constructed for this type of service, **NOT** items left in the door jamb, hinge, closer, striker, its frame, or by leaning something up against the door itself (e.g. screwdrivers, tape, rocks, sticks, or building carpets) as these may damage the door and/or render it not capable of closing and latching.

The Board of Managers highly recommends you please keep a copy of this document for future reference.

**FAILURE TO ADHERE TO THESE PROCEDURES WILL RESULT IN A FINE WITHOUT NOTICE PLUS ANY DAMAGES CAUSED.**

## **ACKNOWLEDGMENT**

By Signing My/Our Name(s) Below, I/We Agree to Adhere to the Move-In Procedure.

Unit Designation: \_\_\_\_\_

Purchaser 1: \_\_\_\_\_  
PRINT – SIGN – DATE

Purchaser 2: \_\_\_\_\_  
PRINT – SIGN – DATE

## UNIT ALTERATION AND RENOVATION PROCEDURE

Before performing any work in your unit (e.g. painting, lights, kitchen, bathroom, electrical, plumbing, etc.) or performing any structural changes (e.g. floors, walls, ceiling, etc.) you must notify and receive approval from The Villa at the Woods Condominium Board of Managers. Your request must adhere to and comply with the following elements:

1. Review and understand the attached Alteration and Renovation Requirements and complete a Work Request Form with detailed plans, specifications, and drawings of the work, including a detailed room-by-room list of all alterations to be undertaken, and list the materials and fixtures to be installed (as applicable). We suggest that you have the contractor(s) prepare this information for you to submit.
2. Complete copies of agreements made with contractors, subcontractors, and suppliers (as applicable). General contractors, plumbers, or electricians work must be licensed and a copy of their licenses must accompany your renovation request.
3. A Certificate of Liability Insurance (COI), Certificate of Workman's Compensatory Insurance (if applicable), and a "Hold Harmless" agreement is required from each contractor/company. All COIs must name **BOTH** "The Villa at the Woods Condominium" and "The Villa at the Woods Condominium Board of Managers" as **Additional Insured** parties.
4. A security/damage deposit of up to Five Hundred dollars (\$500) may be required. This deposit is not a limit on your liability. This is refundable provided there is no damage to the building, hallways, doors, stairs, and other common areas of the property, and provided that all of the Condominium's Rules and Regulations as set forth within are met.
5. A processing and/or project review fee, payable to the Villa at the Woods, may be required in connection with the support, evaluation, oversight, and inspection of your request and proposed work. Periodic inspections may be performed at the discretion of the Board of Managers, the Superintendent, or other designated agent to ensure compliance and adherence to all of the applicable Condominium Operating Documents.

Attached are the required forms and applicable documents to ensure process adherence. Any questions or clarifications regarding compliance should be directed to the Board of Managers at [VillaAtTheWoods@gmail.com](mailto:VillaAtTheWoods@gmail.com) and Condominium Services Company at (516) 887-3640 or (833) 845-5293.

The Board of Managers highly recommends you keep a copy this document for future reference.

**FAILURE TO ADHERE TO THESE PROCEDURES WILL RESULT IN A \$250 FINE PLUS ANY DAMAGES CAUSED WITHOUT NOTICE.**

### ACKNOWLEDGMENT

By Signing Our Name(s) Below, We Agree To Adhere To The Above Unit Alteration and Renovation Procedure As Detailed Above.

Unit Designation: \_\_\_\_\_

Purchaser 1: \_\_\_\_\_  
PRINT – SIGN – DATE

Purchaser 2: \_\_\_\_\_  
PRINT – SIGN – DATE

## **RULES, REGULATIONS, PROCEDURES, AND POLICYS**

Listed below are the required rules, regulations, procedures, and policies of The Villa at the Woods Condominium regarding your unit and common areas. Please carefully refer to all the listed documents and then please acknowledge your understanding and anticipated compliance with said documents as required by the Declaration and By-Laws.

1. The Offering Plan (which includes the Declaration and By-Laws)
2. Resolution Ratifying the Rules and Regulations of the Villa at the Woods
3. Vehicle Parking Registration Instructions and Form
4. Lease Registration Instructions and Required Lease Agreement Rider

The Board of Managers highly recommends you please keep a copy this document as for future reference.

**FAILURE TO ADHERE TO THESE REQUIRED DOCUMENTS WILL RESULT IN A FINE**

### **ACKNOWLEDGMENT**

By Signing Our Names Below, We Agree To Adhere To The Required Documents As Detailed Above.

Unit Designation: \_\_\_\_\_

Purchaser 1: \_\_\_\_\_  
PRINT – SIGN – DATE

Purchaser 2: \_\_\_\_\_  
PRINT – SIGN – DATE