

Leisure Village Association

Accounting
732-367-1641
Activities
732-364-3770

**19 Buckingham Drive
Lakewood, NJ 08701**
732-364-1820
fax: 732-905-2473

Maintenance
732-364-7500
Leisure Village News
732-364-1821

I Am Selling My Home/Unit. What Do I Need to Do Next?

Forms to Fill Out:

- Intent to Sell Form
- Move-Out Permit
- Seller's Property Condition Disclosure Statement

Complete all forms and return to the Administration Office. A \$350 refundable deposit is required. After you've moved out, your deposit will be refunded granted that the home/unit is not in any violations. All checks can be made payable to: Leisure Village Association.

****Please ask the buyer's realtor, attorney and/or title company to contact the Leisure Village Association prior to closing.****

MOVING IN OR MOVING OUT?

If you're moving in or moving out and planning for a moving truck or a commercial vehicle to move you, please contact the Administration Building to obtain a **MOVE IN OR MOVE OUT PERMIT.**

IF YOU DO NOT HAVE A PERMIT THE VEHICLE WILL NOT BE PERMITTED INTO THE VILLAGE.



Leisure Village Association

19 Buckingham Drive, Lakewood, NJ 08701

Property Condition & Alterations Disclosure

Unit Address:

Seller's Name(s)	Buyer's Name(s)
_____	_____
_____	_____

The purpose of this disclosure statement is to disclose, to the best of the seller's knowledge, the condition and any alterations for the above listed unit address. The seller is aware that he/she is under an obligation to disclose any known material defects and/or alterations made to the buyer(s). All potential buyers of this property are advised to carefully inspect the unit and to carefully inspect the surrounding area, for any off-site conditions that may adversely affect the property. This form is not a substitute for prospective buyer's hiring of qualified experts to inspect the property.

Occupancy:

1. Age of the home: _____
2. Does the seller(s) currently occupy the unit property? Yes No
3. What year did the seller(s) purchase the unit property? _____

Alterations:

1. To your knowledge were any additions, structural changes, or any other alterations made by the present and/or past owner(s)? Yes No
 2. Were permits for any additions, structural changes, and/or any other alterations obtained? Yes No
- Date of Permit(s) from the Township: _____
- Date of Permit(s) from Leisure Village: _____

Alterations Made:

Permits of Alterations on the above listed unit address may be obtained through a request sent to the Associations, within 10 days prior to closing. The seller affirms that the information provided in this form is accurate, but is not a warranty as to the condition of the unit. The seller hereby authorizes to provide the buyer this form, completed by the seller(s). By signing this document the seller(s) takes responsibility for disclosing all unit property conditions and the buyer(s) takes responsibility for the purchase of the unit property in condition disclosed by the seller(s).

Seller's Signature(s):	Buyer's Signature(s):
_____	_____
_____	_____
Date: _____	Date: _____

NOTICE OF INTENT TO SELL

TO: THE BOARD OF TRUSTEES, Leisure Village Association

DATE: _____, 201

I/We _____ (the "Owner"), intend to sell the following property which is located within the Leisure Village Association.

Address: (include unit number): _____ (the "Property")

The asking price shall be: \$ _____

The "Property" will be listed by: _____

Attorney Representation: _____

Address of Purchaser: _____

NOTICE should be sent to: Leisure Village Association
19 Buckingham Drive
Lakewood, NJ 08701
Attention: Village Manager

The notice is being provided to the Association no less than 30 days prior to the anticipated listing date for sale. Seller acknowledges that this unit may not be transferred to a corporation, partnership, association or similar entity, pursuant to Article 1, Section 1 (g)5 of the By-Laws of Leisure Village Association.

Witness (signature)

Seller (signature)

Address

Witness (signature)

Seller (signature)

Address

DATE: _____

Thomas Claus, Village Manager

\$ 350 Deposit Required

LEISURE VILLAGE ASSOCIATION 19 Buckingham Drive Lakewood, NJ 08701

MOVE OUT PERMIT

Unit #: _____ Move out Date: ___/___/___ Resident: _____

Home phone #: _____ Cell phone #: _____

Forwarding Address: _____ City/State/Zip: _____

If not the Resident: name, address and phone number(s) of person obtaining this permit:

Name: _____ Relationship to Resident: _____

Street Address: _____ City/State/Zip: _____

Home phone #: _____ Cell phone #: _____

Unit sold: Yes No Closing date: ___/___/___ Purchaser: _____

Returned: Gate Transmitter Resident Badge(s) Guest Badges #7 Sticker Fitness Rm. Cards

Owner Tenant Signature: _____ \$ _____ Deposit paid

In keeping with the Leisure Village Association Rules and Regulations, Move Out permission is granted.

Accounting Dept.: _____ Manager's Signature: _____