

Doverbrook Estates

50 Doverbrook Road Chicopee, MA 01022

Phone 593-5515 Fax 593-5524

renthompson1984@gmail.com

(Please fill out & return to the Doverbrook office)

I/We hereby inform the Trustees of Doverbrook Estates that I/we have offered sale of my/our

Unit at _____
Chicopee, MA 01022. For sale by owner or with the following Attorney or Real Estate Broker.

Real Estate Firm: _____

Broker/Agent _____

Listing Price: _____ Broker/Agent Phone _____

Type of Unit: Beckett Blandford Hampden Lenox Leverette
 Southwick I Southwick II Huntington I Huntington II

Reason for Selling: _____

I/We understand that the new buyer **MUST** meet with the Doverbrook Estates Trustees and/or designees for an Orientation BEFORE the unit is sold. We will send the new buyer a letter once we receive copy of the P & S

Owner(s): _____

Address: _____

City, ST, Zip: _____

Home Phone: _____ Cell: _____

Main Mailbox # _____ Your Individual Mailbox # _____

Unit Owner Signature: _____ Date: _____

Unit Owner Signature: _____ Date: _____

Don't forget to leave all the keys for the condo including front & back doors, garage door keys & remote, storage room and utility room keys and mailbox keys for the Buyer. We do not have any keys for the condos.

If there are any changes to this form must be filled out. As a reminder, **"For Sale" signs are not permitted** to be displayed on the unit or anywhere on Doverbrook Property.

Doverbrook Estates (Keep this copy for your records)
50 Doverbrook Road
Chicopee, MA 01022
Phone 413-593-5515 Fax 593-5524
rentthompson1984@gmail.com

Procedure for Sales

We have received your intent to sell, once you have a buyer the following must be submitted to the office as soon as possible.

1. Copy of the signed Purchase and Sale (once you have a buyer)
2. Because some closing dates are rescheduled earlier than the original closing date stated on the Purchase & Sale and mail delivery delays **your condo fee must be paid for the month you are closing with a Bank Check or Money Order, NO EXCEPTIONS**, that is the only way to guarantee that the closing will not be delayed waiting for checks to clear.
3. You will need a **6-d Certificate, the fee is \$50.00**. Do to the fact that some closing dates are rescheduled earlier than the original closing date stated on the Purchase & Sale and mail delivery delays, a **Bank Check or Money Order Only. NO EXCEPTIONS**, that is the only way to guarantee that the closing will not be delayed waiting for checks to clear.
The 6-d Certificate relieves concerns about unpaid condo fees. Mass. General Laws Ch. 183A, sec. 6(d) shall be furnished within 10 business days after receipt of a written request and payment for the 6-d certificate.
4. **If you have auto withdrawal set up for your condo fee payments it is your (seller/(s) responsibility to cancel the auto withdrawal.**
5. **Please return pool fob and coupon book.** If you have a copy of the rules, regulations and by-laws (3 ring binder) please leave it in the unit for the new buyer.

The buyer must set up an orientation meeting with the office (we will notify the buyer by mail once we receive a copy of the Purchase and Sale).

- a. If for any reason the closing is delayed into the next month, you will need to pay an additional condo fee for that month and you will also need an updated 6 (d) Certificate. Both additional condo fee and 6-d will need to be paid with a **Bank Check or Money Order. NO EXCEPTIONS.**
- b. Reminder: Please don't forget to leave all the keys for the buyer for your condo, storage room, garage doors, garage remotes and mailboxes, we do not have keys for any condos. The U.S. Post Office fee for a Lock Change for mailboxes is **\$35.00 for 2 keys.**

If you have any questions about condo sales, please contact
Renee at the Doverbrook Office 413-593-5515.

Thank you,

Renee Thompson
Cc: Board of Trustees