



Beekman Place Estates

ASSOCIATION

PROCEDURE FOR SALE OF UNITS

SECTION 1, ARTICLE VII of the Beekman Bylaws states, "No unit owner may sell or lease his individual unit or any interest therein except by complying with the following provisions". This document is meant to be a quick reference guide to those relevant provisions. The information herein is not intended to be a complete summation, however, and you are encouraged to read the full text of Article VII, Sections 1 through 11 for a complete understanding of all provisions.

- As soon as an owner decides to sell his / her unit, written notice must be given to the Board of Managers. This notice may be dropped in the Beekman Message Box located at the pool or brought directly to the office at 430 Main Street.
- The Board of Managers will then provide the owner with a Sale Packet that includes a **Notice of Intent to Sell Form**. This form is to be completed and returned to the Board of Managers. Required on this form is information about the selling agent, listing price, and attached forms that each unit owner needs to complete. Please contact the office.
- As soon as a **Purchase & Sale Agreement** has been signed by all parties, a copy of that Agreement must be provided to the Board of Managers. The seller(s) should also provide a completed **Application for Waiver of Right of First Refusal Form**, along with a corresponding preparation fee of \$100.00. This form is also included in your Sales Packet. It requests information concerning the buyer(s), selling price, closing date, names of attorneys, and other information relative to the sale.
- The Board of Managers has 30 days in which to issue its **Waiver of Right of First Refusal** to the seller or seller's attorney. This notarized document states that the Beekman Association is waiving its right to replace the buyer(s) in the **Purchase & Sale Agreement** and to purchase the seller's unit subject to the conditions of that Agreement. The Waiver is required at the closing.
- The Board of Managers will provide the seller or his attorney a notarized **Certificate of Compliance (6-D)**, also required at the closing. This document certifies whether or not all Common Charges, Special Assessments, and misc. fees are paid in full.

The following information should be presented by a Beekman Owner to anyone making a bona fide offer to purchase his / her unit:

- New owners must meet with the Board of Managers within 30 days of occupancy.
- Pets are not permitted in the condominium unless expressly permitted in writing by the Board of Managers. Prospective buyers should submit their written request to the Board in advance of the closing date.
- The Beekman Bylaw & Master Deed Booklet must be given to the prospective buyers prior to their meeting with the Board of Managers. It is the seller's responsibility to pass their booklet on to the next owner. The Office maintains a supply of booklets that can be purchased by the seller if necessary.
- No vehicle, including moving vans and delivery trucks, are allowed on sidewalks or any of the landscaped areas. Beekman's utilities and sprinkler system are all underground and can be damaged by the weight of motor vehicles. Any damage as a result of motor vehicles driving over sidewalks or onto grassy areas will be the responsibility of the unit owner.

Beekman Place Estates Board of Managers

Revised 02/15/2020



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ASSOCIATION

CHECK LIST FOR SALE OF UNIT

Unit # _____ Seller: _____

Closing Date: _____ Buyer: _____

File **Notice of Intent to Sell** with the Board of Managers.

File copy of the **Purchase and Sale Agreement** with the Board of Managers.

File **Application for Waiver of Right of First Refusal** and **\$100.00 fee** with the Board of Managers.

Provide to buyer, on or before closing date, your copy of the official **Beekman By-Laws/Master Deed Booklet**.

Obtain for closing a notarized **Waiver of Right of Refusal** from the Board of Managers, assuming they vote to waive that Right.

Obtain for closing a notarized **Certificate of Compliance** or **6D** from the Board of Managers.

Obtain a **Smoke/Carbon Monoxide Detector Inspection** by contacting Agawam Fire Department Administrative Office, at 786-0657 to request an inspection prior to the closing.



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NOTICE OF INTENT TO SELL

(To be filed with the Board of Managers when property is first offered for sale.)

I / we hereby inform the Board of Managers of Beekman Place Estates Association that I / we have offered for sale the property at _____ Beekman Drive/Place, Agawam, MA.

I / we plan to represent myself / ourselves. Asking Price: \$ _____

I / we will be represented by the following Real Estate Broker:

Name of Firm: _____

Street: _____ City: _____ Zip: _____

Broker / Salesperson: _____

Phone Number: _____ Listing Price: \$ _____

Description of Property:

2BRTH 3BRTH 1BRG1 1BRG2 2BRG1 2BRG2 3BRG1
 3BRG2

Please list changes to Unit (if any):

Name of Unit Owner(s) of record: _____

Address: _____

Signature(s) _____ Date: _____



Beekman Place Estates ASSOCIATION

APPLICATION FOR WAIVER OF RIGHT OF FIRST REFUSAL

(Submit to the Board of Managers, along with **\$100.00 fee** and copy of the **P&S Agreement**.)

I/ We _____
being the owner(s) of record for Unit # _____ Beekman Drive, have complied with the Articles and Bylaws of Beekman Place Estates Association, by giving notice to the Board of Managers of my / our intention to sell said unit, and further request(s) that the Board of Managers waive its right to repurchase said unit so the unit may be sold to:

Name(s) of proposed new owner(s):

Name(s): _____

Address: _____ Phone: _____

Closing Date: _____ Sale Price: _____

Mortgage: Yes No Name of proposed Mortgage: _____

Proposed Occupants, in addition to Buyer(s) of record:

Name: _____ Relationship: Son Daughter Other

Name: _____ Relationship: Son Daughter Other

Name: _____ Relationship: Son Daughter Other

Pets: Yes No (skip next line)

Please List Pets Here: _____
(Pets are allowed only with pre-authorization from the Board of Managers)

Motor Vehicles of Buyer(s) and Proposed Residents:

Make: _____ Model: _____ Color: _____ Plate # _____ State: _____

Name of Buyer(s) attorney at Closing: _____

Address: _____ Phone: _____

I / We do hereby affirm as the current owner(s) of record:

- That all Common Charges and Special Assessments are paid or will be paid through the proposed closing date.
- That the proposed buyer(s) have been given a copy of the Beekman Bylaws / Master Deed Booklet prior to the proposed closing date, and they are aware of the rules and regulations set forth therein.
- That the proposed buyer(s) have been advised they must meet with the Board of Managers for a New Owner Orientation Meeting within 30 days of occupancy.
- That the proposed buyer(s) have been informed the current Common Charges on the unit are \$ _____ per month, as of the date below.

Name of Seller(s) Attorney at Closing: _____

Address: _____ Phone: _____

Name of Seller(s) Realtor: _____

Address: _____ Phone: _____

Signature of Owner(s): _____ Date: _____

_____ Date: _____

_____ Date: _____