



Erickson Realty and Management, Inc.

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SELLING YOUR UNIT

Erickson Realty and Management, Inc. requires the following criteria in order to process the sale of a unit:

- **Copy of the contract.** Please email or fax a copy at your earliest convenience.
- **Seller's attorney contact information:** name, phone number, fax number and email
- **Buyer's attorney contact information:** name, phone number, fax number and email
- **Closing date**
- **Closing package**

A closing package must be purchased and consists of the Paid Assessment Letter, 22.1 disclosure, copy of the governing documents (declaration, by-laws, rules & regulations) and copy of the budget. A closing package may be obtained in one of two ways:

- 1) \$240.00 online (www.ericksonmanagement.com) and select "Buy Resale Documents" on the left side of the menu or
- 2) \$300.00 if processed through our office. Please submit a check payable to Erickson Realty and Management, Inc. in the amount of \$300.00.

Please note that if a closing package is required with 48 hours or less notice there is an additional \$120.00 rush charge for an online package or an additional \$200.00 rush charge if processed through our office.

There is a \$75.00 processing fee for an updated paid assessment letter online and a \$100.00 processing fee for an updated paid assessment letter if ordered through our office.

Kindly review your Association's rules and regulations to ascertain if a move out deposit/fee is required.