



# *Sterling Woods Condominium Ltd.*

## *Policy Memorandum*

### **CLEARANCE LETTER CHECKLIST:**

Name of selling owner(s): \_\_\_\_\_

Unit # \_\_\_\_

The closing will be on or about \_\_\_\_\_

**The Property Manager ascertains that the following have been completed:**

- The exterior of the unit has been inspected by the property manager of modifications and/or violations.
- All violations, if any, have been cured.
- The file for Unit # \_\_\_\_ has been checked. Check one of the following:

All paperwork has been completed.

The following paperwork is missing:

\_\_\_\_\_  
Missing paperwork must be completed before a clearance letter will be issued.

- All fees, fines, common charges, etc. have been paid.
- The fire alarm inspection is up to date.

**The property manager will check one of the following.**

- The selling owner has possession of a copy of the Offering Plan, Declaration, Covenants and Restrictions, and the By-Laws along with a current copy of the House Rules and is prepared to give it to the buyer.

**OR**

The selling owner **DOES NOT HAVE** possession of a copy of the Offering Plan, Declaration, Covenants and Restrictions, and the By-Laws along with a current copy of the House Rules and is prepared to give it to the buyer. In this case: the seller must obtain a copy from the management company or from Suffolk County Clerk's office or from the Secretary of State, Department of State, Division of Corporations, in Albany to give to the buyer. The House Rules are available on our website. **A clearance letter will not be issued until the seller has acquired a copy of the Governing Documents to give to the buyer.**

Print and sign your name and date:

Property Manager: \_\_\_\_\_ Date \_\_\_\_\_

Seller: \_\_\_\_\_ Date \_\_\_\_\_

Board Member: \_\_\_\_\_ Date \_\_\_\_\_