

# Sterling Woods Condominium

## Clearance Letter Policy

**Before a clearance letter will be issued to an owner upon the sale of their unit the following must be completed.**

The seller must notify the property manager, the management company, and the Board at least **THIRTY DAYS (30)** days prior to the sale of the unit.

1. Inspection of exterior of unit by the property manager for modifications and/or violations.
2. Violations, if any, have to be cured.
3. A check of the file that is maintained by the management company for the unit to make sure that all paperwork is in order. If the paperwork is incomplete, the owner must meet with the property manager to complete the paperwork.
4. A check that all fees, fines, common charges, etc. have been paid.
5. A check that the fire alarm inspection is up to date.
6. It is the seller's responsibility to provide the buyer with a copy of the Offering Plan, Declaration, Covenants and Restrictions, and the By-Laws along with a current copy of the House Rules. To comply with this, the seller must show the property manager that they have a copy of the governing documents to give to the buyer. If not, 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.
7. The seller will have a fee of \$150.00 to cover administrative expenses. The buyer will be required to pay two (2) months of common Charges before they move in.
8. A checklist of the above items is signed by the property manager, a board member, and the owner, assuring that all items have been completed.