



**PROCEDURE TO SELL FOR STRATHMORE COURT
FOR SALES ONLY
30 DAYS NOTICE IS REQUIRED - NO EXCEPTIONS**

To:		Representing Seller (s):		Phone:	
To:		Representing Purchaser(s):		Fax:	
Re:	Coram, New York 11727			Date:	

SELLER: TO OBTAIN A COMMON CHARGE RELEASE, the Seller's attorney must forward a letter of representation along with:

- ❑ **The first and last pages of the Contract of Sale.** (The first page must include both parties' names and sale price of the home. The last page must include signatures of both parties.)
- ❑ **Closing Date (tentatively) scheduled for:** _____
- ❑ **Plot Survey – This is required for exterior inspection. (AN INITIAL INSPECTION WILL BE PERFORMED BY OUR ONSITE MAINTENANCE PERSON). The Inspection must pass prior to scheduling a closing date. (A FINAL CLEARANCE LETTER MUST BE APPROVED AND RECEIVED FROM CHARLES CONGEMA, WHO IS A STRATHMORE COURT HOA BOARD MEMBER)**
- ❑ **Clearance Letter Fees – As of September 1, 2010 the following fees will apply:**
 - * Notice of 30 days or more -\$100.00 check or money order, payable to Strathmore Court
 - * Less than 30 days notice - \$150.00 check or money order, payable to Strathmore Court
 - * Less than two weeks notice - \$300.00 check or money order payable to Strathmore Ct.
 - * Less than one week notice - \$500.00 check or money order payable to Strathmore Ct.



- **The Seller's attorney must provide a letter of acknowledgement that the Prospectus / Offering Plan had been given to the Buyer's attorney.**
(If a copy is needed, the cost for a copy is \$100.00. Check should be made payable to: The Management Company & a prepaid overnight returned envelope must be included.) Please send the above items to Regina Byrne via one of the three options below:
 - FedEx / Overnight Delivery to: 90 Eatondale Ave., Blue Point, NY 11715
 - Mail to P.O. Box 40, Blue Point, NY 11715
 - Drop off at the club house in the mail slot

- **All common charges, fines, fees, etc. must be paid current *including the month of the closing.* The payment must have cleared the bank or be in Certified Funds**



**PROCEDURE TO BUY FOR STRATHMORE COURT
FOR SALES ONLY
30 DAYS NOTICE IS REQUIRED - NO EXCEPTIONS**

To:		Representing Seller (s):		Phone:	
				Fax:	
To:		Representing Purchaser(s):		Phone:	
				Fax:	
Re:	Coram, New York 11727			Date:	

BUYER: The Buyer’s Attorney must provide a letter of representation as well as a letter of acknowledgement that they have received the Prospectus / Offering Plan from the seller’s attorney.

QUESTIONNAIRE AND/OR H.O.A. CERTIFICATIONS – **If** this is required from the Buyer’s Mortgage Co., SCHOA must be in receipt of all the above items.

The fee is **\$300.00** per questionnaire if it is requested to be returned within 2 business days or **\$200.00** per questionnaire if it is returned within 30 days.

These are payable to “The Management Company” and must be sent to **Regina Byrne** by choosing an option below:

- FedEx / Overnight Delivery to: 90 Eatondale Ave., Blue Point, NY 11715
- Mail to P.O. Box 40, Blue Point, NY 11715

NOTE: **Strathmore Court homes are not Condominiums. They are fee simple, attached, single family Town Homes. Homeowners are responsible to insure their own dwellings by obtaining HO3 insurance policies.**

A copy of the homeowner’s certificate of insurance must be forwarded to the Association as proof that adequate insurance coverage is being maintained.