



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

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

**SELLER: TO OBTAIN A COMMON CHARGE RELEASE, the**

*Seller's attorney must forward a letter of representation (on letterhead) 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 Ct
  - \* Less than 30 days' notice - \$150.00 check or money order, payable to Strathmore Ct
  - \* 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 is now available online for the Buyer and they have been notified.**
- 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**

**ALL ITEMS CAN BE EMAILED: [themgtco@aol.com](mailto:themgtco@aol.com)**



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

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

**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 Company SCHOA must be in receipt of all the above items.

The fee is **\$300.00** per questionnaire, payable to "The Management Company" and must be sent to **Regina Byrne** by choosing an option below:

- FedEx / Overnight Delivery to: 81 Old Dock Road Yaphank NY, 11980
- Mail to 81 Old Dock Road Yaphank NY, 11980

**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 prior to receiving the clearance to close from the HOA.**

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