

The Residences at Windward Passage Condominium Association, Inc.

Policy for Sale of Real Estate

1. Notification of Intent to Sell Condominium Unit (Realtor or Sale-by-Owner):

- When you have determined to sell your unit please notify Greg Anderson of Ameritech Property Management (727) 726-8000 (ganderson@ameritechmail.com), preferably before property is listed so condominium sale requirements and showing procedures can be reviewed with the listing agent. Condominium documents require that a unit sale must be formally approved by the condominium association. Time for review is required prior to closing.
- Ameri-Tech will advise the Board president, or representative, of your intent to sell.
- Ameri-Tech will provide a list of guidelines for property showing and move-in and -out procedures to the Listing Realtor and the Seller. Forms and requirements for approval of sale will also be provided.
- Ameri-Tech will facilitate transfer of information (budgets, financials, past minutes, etc.) that might be requested by potential buyers or realtors.

2. Showing of Property For Sale

- To ensure the security of the premises and avoid conflicts with construction, maintenance, move-ins or other planned activities, **No open houses may be held without board approval.**
 - Realtor or Seller must seek approval 7 days prior to planned Open House. Requests should be made to Greg Anderson at Ameritech Property Management.
 - Signs, placards, etc., are not allowed on the condominium property.
 - Media advertisements announcing an open house are discouraged prior to approval of date and time.
- Open Houses must be operated such that all prospective buyers are escorted at all times while on the property, including entry to the elevator lobby.
 - No prospective buyers shall be given any access codes at any time.
 - Prospective buyers must be escorted by a Realtor or unit owner from the building entrance to the unit and while on any property tour. Prospective buyers must be escorted off the Association property at the end of the showing to ensure that opportunities wander the property unescorted are not made available.
 - Prospective buyers (unless escorted) are to only park outside of the garage. If driving onto the property, they must be escorted and may only park in the sale unit's assigned parking places.