

# INSTRUCTIONS FOR COLONIAL ACRES PHASE V, Inc

MEMBERSHIP OF COPORATION

PROPOSED CLOSING DATE: \_\_\_\_\_

## TRANSACTION CHECKLIST

CLEARVIEW PROPERTY MANAGEMENT SERVICES, LLC & PROFESSIONAL COMPLIANCE SERVICES

SELLERS	Items from the Seller		Listing Agent	
		Death certificate/POA or Estate Documents (if applicable)		Name & Address (How commission check is to be cut)
		Copy of Membership Certificate		Closing Agreement
		Agent contract/Sellers Agreement with Agency		Amount of commission % & split
		If requesting DocuSign please provide email		Any other fees being assessed w/explanation *
		Provide YOUR agent with tax history		<b>* Strongly discouraged by BOD</b>
		Provide agent a copy of Bylaws, Articles etc.		
		<b>Provide any liens or mortgages on asset</b>		<i>Visit the website to know what you are seller.</i>

BUYERS	Items from the Buyer		Buyers Agent	
		Name of all proposed members w/photo ID		Name & Address (How commission check is to be cut)
		New Member Form		Amount of commission % & split
		Will the certificate be done under a Trust? Provide name		Any other fees being assessed w/explanation *
		Will this be their Homestead?		<b>* Strongly discourage by BOD</b>
		Do they currently claim Homestead in another location?		If buyer is requesting DocuSign provide their email
		Submit Document Acknowledgement form		Go over governing documents with buyers.
		Submit Acknowledgement of Responsibility Grid		<i>Visit the website to know what is being purchased.</i>

CLOSING AGENT	AGENT FOR BOARD OF DIRECTORS		PROFESSIONAL COMPLIANCE SERVICES	
		Receive & review all documents		Received wired funds
		Schedule first available date to close & confirm		Cut checks to all parties
		Work up settlement figures, tax proration & wire instructions		Reconcile balance and proceeds
		Forward all to review		
		Complete any changes and compile closing docs		
		Perform closing		