

## **AVALON and CAMELOT MOVING/ SELLING REQUIREMENTS SUMMARY**

### **Summary of Notice Timelines:**

1. One full month written notice of **moving out or moving your home** is required to terminate your lease. (See Lease Section #23 – Termination of lease by resident)
2. A 30 day written notice of **selling your home** is required to terminate your lease. (See Lease Section #24 – Sale of the Manufactured Home)  
Please provide the office with your sale flyer and information we may be able to assist your sale.
3. A Home can remain **Vacant and For Sale** for 90 days provided that rent is paid on time and maintenance of the yard is completed. Beyond 90 days requires Park approval. (See Lease Section #24 – Sale of Manufactured Home)
4. A 48 hour coordination notice is required prior to **relocating your home** from the park. (See Lease Section #12 – Installing or Removing the Manufactured Home)
5. Notices can be combined depending on timelines.  
The number of days stated are minimum requirements. **Advance communication is welcomed.**
6. **Advance communication is welcomed.** If you have your home for sale and notify us in advance, you may stay in your home until a sale is final and notice will be considered provided.
7. Failure to meet the notice requirements will result in forfeiter of your security deposit.

### **Summary of Criteria:**

Prior to moving in, a new resident must be approved, sign a lease agreement and security deposit must be paid in full. Current Residents Lot Account must be current.  
(Request residency criteria document to see all requirements)

If you are selling your home to the new resident, you are required by law to provide the Buyer copies of the Manufactured Home Safety Disclosure Form and Methamphetamine Disclosure Statement. Once completed, forward copies of both documents along with the final Purchase Agreement to the park manager for use in the new resident's application. Forms are available in office for use.

## **Summary of Move out Steps:**

Once you have moved out and before they move in:

1. Call to schedule a lot inspection

Lot inspection checklist:

- a. No debris Left behind
- b. No damage to existing landscape
- c. Skirting must be in good repair with no large holes
- d. No broken or missing siding
- e. No broken windows, doors or ripped screens
- f. Everything mowed and trimmed, weeds in rock beds pulled
- g. If there are large grease or oil spots in driveway, it will need to be resealed
- h. All rock and/or paver borders removed & re-sodded unless new owners want as is

2. Return your mailbox key (s) to the Avalon office.

Must not go directly to new resident or we cannot return your key deposit

3. Provide your Forwarding address for security deposit refunds and Year End CRP's when due.

4. Avalon Residents:

Take a final water meter reading

All Utilities must be paid in full at time of move out – provide copy of balance paid form

This is a summary document, for complete information please reference your lease document.

**We will be happy to answer any questions and guide your during your process.**

**Office Manager can be reached by**

**Phone: 507-388-7714**

**Email: [Avalon@hickorytech.net](mailto:Avalon@hickorytech.net).**