

Sale or Transfer of Ownership of a Cottage at Bay Meadows

It has come to our attention that you are in the process of attempting to sell your cottage at:

Unit Number

Street Address

The following are the requirements for the sale and transfer of ownership in Bay Meadows Cottages Association:

From New Owner

1. New owner's name and purchase price of the cottage
2. A statement as to any mortgage, the amount of any mortgage, and the financial institution carrying the mortgage
3. A non-refundable fee equivalent to two (2) months BMCA dues as a buy-in to the Capital fund
4. First month BMCA dues payable in advance
5. A security deposit equal to two (2) months BMCA dues
6. Completion of the BMCA Co-owner Emergency Information form.

Current monthly dues _____

Current Annual Assessment _____

Verification of the above requested information and that all assessments and dues are up to date at time of Closing. This requested information must be provided to the BMCA Controller.

Seller shall transfer the following to the new owner at Closing:

1. Residence door key
2. Two (2) garage door openers
3. Pool Access Security Card
4. Mailbox key with mailbox number
5. A complete and current copy of the Master Deed, BMCA Bylaws, and Rules and Regulations.

Cottage Inspection

A representative(s) from the BMCA Board will inspect the Cottage to determine any maintenance requirements that need to be performed to ensure the Cottage has been maintained in accordance with the Bylaws.

It is requested that the seller of the Cottage, or the realtor responsible for scheduling the Closing, coordinate the inspection by the BMCA Board. Upon completion of this inspection, a refund of the seller's original security deposit will be forthcoming from the BMCA Board, less any monies to correct items identified as a result of the inspection.

On behalf of the Board of Directors,

Respectfully;

Board Member

Contact Information