



What to Expect When You Are Selling Your Home

When selling, or refinancing, any home that is part of a Homeowner's Association or Condominium Owner's Association there is various information and documentation required by the parties involved in the transaction; seller, buyer, lenders, realtors, title companies. There are many legal requirements, as well as lender and title requirements when selling or refinancing your home, Associa utilizes various systems and parties to ensure the Association is doing its part to meet these requirements and protect its members. Charges assessed to the member's Association account almost always stay with the property, they do not transfer with the owner. Therefore, it is imperative that when a property changes hands that the account has; no unpaid assessments due to the Association, no fines outstanding, no outstanding utility charges, no unresolved compliance violations, etc. We also assist in making certain the lenders have access to all required information in order for loans to be issued for homes within the Association.

Below is a quick overview/summary of what you need to know, and what you can expect, when buying or selling a home within an Associa managed community.

Transaction Fees

New Account Setup Fee – market rate and subject to change annually

This fee applies when a home needs to be updated in the system from owner to owner and is assessed to the buyer of the home

Legacy Account Closure Fee – market rate and subject to change annually

This fee applies when a home sells and is closed out of the Association record and includes storage and maintenance of the required records for the account in accordance with legal requirements for the industry, this fee is assessed to the seller

Community Archives

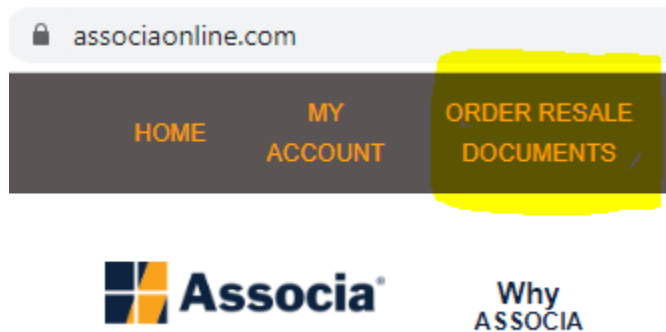
In the state of Ohio, it is the homeowner's responsibility to inform their Association of the sale of their home. Once the sale is complete, it is also the homeowner's responsibility to make sure their title company provides all necessary documents to the Association (i.e. settlement statement and the new homeowner's information). This is done by ordering a re-sale package from Associa's Community Archives Department. If you are re-financing your home and need any information regarding your re-finance, this is also done by ordering a re-finance package from Community Archives.

First and Foremost! Make sure your professional partners order in a timely fashion. The typical turnaround, without paying to expedite, is approximately 10 days. If the order is placed too close to the close date the shopper will be charged an expedite fee and these costs are often passed along to the buyer and potentially the seller if they are paying various buyer closing costs. We often hear from upset buyers or sellers about the cost of expedite and we do refer them back to their title company or lender if they wish to recoup the fee from them for delaying the order.

Associa utilizes Community Archives to handle all resale and refinance transaction requests. Typically, orders are placed by the title company or lender for the transaction. But often buyers, sellers and Realtors also utilize Community Archives to request information. When selling your home please be aware that this is the party that buyers, lenders, agents, title companies etc. will be directed to. Community Archives can be reached by:

1. The Associa Website – www.associaonline.com – here any party to the transaction can login and order the documentation needed (Owner's can also create their login at any time, not just when looking to sell to see


what is available for purchase and what is charged for various documents or services, so you can be aware in advance)




2. Login and Register - <https://marketplace.communityarchives.com/login>
3. Email – Community Archives directly at customerservice@communityarchives.com
4. Call Community Archives @ 833-544-7031
5. Customer Care – request assistance through Associa Customer Care at customerservice@rpmanagement.com or by calling 614.766.6500 and asking to be transferred to Community Archives

MENU OF SERVICES – the menu of services available varies community to community, you can see the services offered to your community by creating your login and accessing the portal via option 1 above. Some examples of commonly ordered documents, services and packages are:


- Resale Disclosure Package –

Package includes Resale Disclosure Statement, Budget, Current Financials, Insurance Certificate Governing Documents and Welcome Information. Optional add-ons are available for an additional fee per document. Available add-ons include: Covenants Compliance Inspection (CCI). 

- Refinance Statement –

To be ordered during a refinance only. Not for use during resale or first time closing. Package includes a Refinance Statement that provides all current assessment balances and limited escrow instructions. 

- Lender Questionnaire –

To be ordered by Banks, Lending Institutions, Mortgage Companies and others desiring information for a loan. Package includes Standard Community Archives Lender Questionnaire, Budget, and an Insurance Certificate. Optional add-ons are available for an additional fee per document. Available add-ons include: Governing Documents, Covenants Compliance Inspection (CCI) and Custom Lender Questionnaire processing. 

- Covenants Compliance Inspection/CCI –

An inspection service designed to provide verification of a particular property's current compliance with covenants and restrictions (CC&Rs). This product includes a Covenants Compliance Inspection (CCI) Report and may require the Seller's Authorization to be provided before the inspection can be performed. 