

ADVICE TO SELLER

REGARDING THE ATTACHED SELLER'S HOMEOWNERS' ASSOCIATION INFORMATION FORM

Dear Seller,

When your property is subject to a Homeowners' Association (HOA) and you list your property for sale, prospective Buyers are entitled to receive certain information of material importance to help them in making a decision whether to purchase. Key concerns to Buyers are the various HOA fees, what these fees cover, the common area amenities, any restrictions regarding the use of the property, and whether the HOA is involved in any litigation. Additionally, it is important to direct Buyers to the HOA's management company or to an officer of the HOA to obtain answers for any questions they may have.

The attached SELLER'S HOMEOWNERS ASSOCIATION INFORMATION form, when accurately completed, will provide prospective Buyers with a substantial amount of important information and will aid in the sale of your property. Please be aware that your HOA or its management company may charge you an administrative fee to complete this form.

For your protection, it is recommended that you have this form completed by an authorized representative of the Homeowners' Association, not by you, the Seller. Therefore, you should immediately deliver this information form to the proper HOA officer or, if applicable, to the HOA's Management Company when you list your property for sale. Upon return of the completed form, you should promptly forward it to your REALTOR® so that he or she may provide a copy of the itemized information to prospective Buyers for your property.

This does not relieve you, the Seller, from the responsibility of notifying your HOA at the time that you enter into a contract with a purchaser for your property so the HOA can send the other documentation required to be provided to the Buyer pursuant to Arizona Revised Statutes §33-1806.

Thank you for your assistance and cooperation.

SELLER'S HOMEOWNERS' ASSOCIATION (HOA) INFORMATION



Property Owner: For the protection of the property owner it is very important to have this form completed by an authorized representative of the homeowners' association.

I/We _____ property owner(s), request this form be completed by my homeowners' association and returned to address _____ and/or fax _____ regarding the following:
Seller Name: (Print) SAMPLE FORM ONLY (Signature) _____ Date _____
 Property Address _____
 Association Name _____
 Association President _____ Phone _____ Fax _____
 Treasurer or Management Co. _____ Phone _____ Fax _____
 Address _____ City/State _____

Preparer: Please complete all spaces. Use "N/A" if it is not applicable to complete.

ASSOCIATION FEE: \$ _____
 per Month Quarter Annual Semi-Annual
 More Than One HOA Governing Property (Fee \$ _____)..... Y N
 Pending Litigation Involving HOA.....
 Pending Litigation By HOA.....
 Pending Increase in HOA Fee (Amt \$ _____).....
 Pending HOA Assessment (Amt \$ _____).....

ASSOCIATION FEE INCLUDES: YES NO
 Fire Protection.....
 Refuse Collection.....
 Security Patrol/Guard.....
 Exterior Pest Control.....
 Termite Control.....
 Insurance:
 Personal Area Structural Hazard.....
 Common Area Structural Hazard.....
 Common Area Liability.....
 Maintenance:
 Common Area:
 Structural Improvements.....
 Grounds.....
 Pool/Spa.....
 Sewer Lines and/or Septic.....
 Streets/Parking Areas.....
 Personal Areas:
 Building Exterior.....
 Patios.....
 Yards (Front).....
 Yards (Back).....
 Roof.....
 Heating Equipment.....
 Cooling Equipment.....
 Waterheater.....
 Utilities:
 Common Area.....
 Personal Area:
 Electric.....
 Gas.....
 Water/Sewer.....
 Basic Cable.....
 Internet Access.....
 Other: _____

COMMON AREA AMENITIES: YES NO
 Pool.....
 Spa/Hot Tub.....
 Recreation/Community Center.....
 Kitchen Facilities.....
 Tennis Court(s).....
 Racquetball Court(s).....
 Exercise Facilities.....
 Laundry Facilities.....
 Controlled Access Gate/Guard.....
 Playground.....
 Other: _____

GENERAL INFORMATION: YES NO
 Federal Compliance Adult Community.....
 Cable TV Available.....
 Key to Common Area.....
 Key Deposit (Amount \$ _____).....
 Pets Allowed (Limit _____) (Size _____).....
 RV/Boat Allowed (Limit _____).....
 RV/Boat Restrictions.....
 RV/Boat Storage Space Provided (Fee \$ _____).....
 Limited Number of Vehicles (Limit _____).....
 Vehicle Parking Restrictions.....
 Remodeling/Modifications Allowed.....
 HOA Approval Required.....
 Rentals Allowed.....
 Inspection/Certification Required
 for Transfer (Amount \$ _____).....
 Transfer Fee (Amount \$ _____).....
 Other/Miscellaneous Fees Related to Transfer
 of Property (Amount \$ _____).....
 HOA Controlled By:
 Developer.....
 Homeowners.....
 Sale/Lease Notification Required.....
 To Whom _____
 When _____
 What Info _____
 Common Area Streets are:
 Public Private (HOA Maintained)
 Common Area Sewer Lines are:
 Public Private (HOA Maintained)

Information provided by: Name _____ Title/Position _____
 Signature _____ Date _____

Prospective Buyers: The information contained herein is not guaranteed to be accurate and does not take the place of a detailed review of all governing documents. If you do not understand the information contained herein or in the complete governing documents, seek competent legal advice.