



Property Sale Information and Guidelines

Dear Ventura 21 Homeowner,

Selling your home at Ventura 21? Below you will find some information regarding the process and requirements.

Signage: *For Sale* signs are permitted. Per the *Architectural Control Guidelines*, signs advertising a residence for sale or rent shall be limited to eighteen by twenty inches (18" x 20"). Real estate "sold" signs may not remain for more than ten (10) days post closing.

Open Houses: Open houses are permitted as is the signage for these. Signs must be removed immediately after the Open House has concluded.

Closing Documents:

- Please have your Realtor, attorney, etc. reach out to us to request closing documents **at least ten (10) business days prior to closing**. These documents include the Paid Assessment Letter (PAL), 22.1 Disclosure, etc.
- Requests need to be in writing and can be emailed to ACM@Ventura21.com.
- No financial information will be released without a sales contract in place. Copies of the community Governing Documents are available upon request or can be viewed on the community website.
- Once we receive the written request from them we will provide the requested documents within the required timeframe.

Document Processing Fees: A \$225 fee is assessed for the preparation of the closing documents. An invoice will be sent along with the closing documents. Payment of the fee is typically arranged between the parties to the transaction.

Rentals: Rentals are permitted and there is currently no cap per the community Bylaws.

Tours of Clubhouse: During the sale process, potential buyers may request to view the Clubhouse and other community amenities. Tours of the Clubhouse are **by appointment only** and potential buyers must be accompanied by their Broker. Tours of the Clubhouse are not available during any Open House events.