



## **Property Sale Information and Guidelines**

Dear Real Estate Professional:

Below please find the requirements and guidelines for property sales within the Ventura 21 community.

**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 request closing documents **at least ten (10) business days prior to closing.**
- Requests **need to be in writing** and can be emailed to [ACM@Ventura21.com](mailto:ACM@Ventura21.com). Please copy all parties that need to receive copies of the documents.
- 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 we will provide the requested documents within the required timeframe or at least 48 hours prior to closing.

**Document Processing Fees:** A \$225 fee is assessed for the preparation of the closing documents, payable by either the seller or buyer. An invoice will be sent along with the closing documents.

**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.