

## Notice of Intent to Sell or Lease Condominium

Dear BRCA Board of Directors:

Notice of intent to \_\_\_\_\_ sell / or \_\_\_\_\_ lease my condominium submitted on this date  
\_\_\_\_\_ .

Homeowner(s) Name: \_\_\_\_\_  
\_\_\_\_\_

Unit No.: \_\_\_\_\_

Prior to listing your unit for sale or lease, do you want the board to email this information to the ownership? \_\_\_\_\_Yes \_\_\_\_\_No

**If SELLING, complete numbers 1 - 4. If LEASING complete numbers 5 - 8.**

1. Intended Listing Real Estate: \_\_\_\_\_

2. Name of Intended Listing Agent: \_\_\_\_\_

3. Listing Amount: \_\_\_\_\_  
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4. Listing Real Estate or Property Management Co.: \_\_\_\_\_

5. Name of Listing Agent or Property Manager: \_\_\_\_\_

6. Length of potential lease (must be a minimum of 6 months) : \_\_\_\_\_

7. Monthly Lease Amount: \_\_\_\_\_  
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\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-owner Signature

\_\_\_\_\_  
Date

**Below to be completed by BRCA Secretary**

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Date

*\*Board to respond no later than 10 days from date submitted.*