

Gardens HOA Sale of Home Guidelines

So you are going to sell the house!!! Listing and selling a home can be a stressful time, regardless of the reason for the move. The following guideline provides some helpful hints and links to HOA resources and requirements that may be of use to you, the realtor, and to potential buyers. Review our **Gardens Policies** here (<https://gardensontheriogrande.com/policies>).

1. **Contact the HOA Board** as soon as you make a decision to move.
2. **Gardens Gate Access:** Review our **GATE POLICY** for the safety and security of the Gardens residents, **the Mountain and Manhattan gates will not be left open.** Do not give out your personal clicker, card, or codes to anyone involved in the sale of your home. **You must obtain special, temporary gate codes from the Gardens Gatekeeper for contractors, realtors, and open houses.**
3. **Clearing out and cleaning out your home:**
 - a. Notify the Board if you will be temporarily using a dumpster or Pod to clear out and store belongings.
 - b. Obtain a temporary code for contractors from our **Gardens Gatekeeper.**
4. **Estate Sales:** Garage sales are not permitted, however, you may contract a licensed estate sale professional to conduct an off-site or on-line estate sale.
 - i. Contract a **licensed Estate Sale Company.**
 - ii. Review the **Gardens Estate Sale Policy**, complete the required form, and send to the Board, with the dates of the planned sale.
 - iii. Contact the **Gardens Gatekeeper** to obtain a temporary access code to be used by estate sale personnel.
5. **Hire a realtor**
 - a. Provide the Board with the name and contact information of your realtor.
 - b. Provide the realtor with **Gardens HOA information**, including our current HOA Fees and our website, which includes all our governing documents, meeting minutes, policies, and more: <https://gardensontheriogrande.com/>
 - c. Obtain a temporary code from the **Gardens Gatekeeper** to be used by your realtor for regular showings.
 - d. Open Houses are allowed, but you must obtain a special access code from the **Gardens Gatekeeper** for use by attendees during the event only.
6. **Sale of the House**
 - a. Contact the **Gardens Board** as soon as the house is under contract.
 - b. The **Gardens Treasurer** will complete all required documents, as requested by the realtor and the closing company during the sale.
 - c. Contact the **Gardens Secretary** to update any listings for your forwarding address and contact information, as well as that of the incoming new residents.