

## WHEN YOU SELL YOUR UNIT

- Your realtor may not place signs in the common area or post them on any wall. All signs must be inside your patio or in an outward facing window.
- Your property will be inspected when the office is notified of a pending sale. Please make sure your unit is in compliance with Villas West rules to avoid any violations being noted.
- If your unit has a shed, make sure an encroachment has been recorded. This will show in the title report if recorded. If there is no recorded encroachment, request the office to prepare the document for recording.
- Remove all personal effects from the patio and unit walls.
- Make sure all dues are paid current and that escrow requests an update prior to closing. This will help with overages and the need for refunds.
- Cancel any automatic withdrawals with HOA/GVR, ACH or AutoPay payments for the first of the month after closing to avoid additional charges.
- Fill out a water shut off request if the new buyer is out of town.
- Remove parking permit from vehicle.
- Leave behind all Villas West keys – villa front and back doors, shed, laundry, pool.
- Make sure to leave behind all personal property that was included in the sale and/or was properly documented on a separately executed Bill of Sale.
- Cancel your Southwest Gas, Cable/Satellite TV and Internet services, if applicable. The Buyer's service begins on the day of Closing.
- Complete a Change of Address or Mail Forwarding with the USPS. Change your address with all of your financial institutions and other important companies.
- Find a good Moving Company to move your household belongings.
- As a common courtesy, you should complete a thorough cleaning of your condo just prior to Closing. This should occur once your personal property is removed, which should be by the night before Closing.
- If you no longer want to receive the Villas West newsletter, unsubscribe or notify the office.



### **Green Valley Villas West Condominium Association**

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