

## WHITTIER TOWERS APARTMENT ASSOCIATION PROCEDURE FOR SALE OF A UNIT

1. Only Mortgage's that list Whittier Towers Apartments in FIRST POSITION will be approved. Confirmation of first position must be included in application paperwork.
2. The closing must be completed with an Assignment of Proprietary Lease and a new Proprietary Lease being prepared by the Association's Attorney. Owners/Buyers will need to contact the Allied Property Management Group, Inc., for the process to begin. There is a separate fee payable which will include preparation of the Assignment, and Proprietary Lease. The Association's attorney will have the documents signed by the President and Secretary of WTA, and the applicant will be responsible for getting the seller and buyer to sign, including witnesses, notarizing, and recording of both documents.
3. Estoppel information request must be requested from Allied Property Management Group, Inc.
4. Please note that all owner delinquencies must be paid to the Association prior to any approval being issued. No applications will be accepted and documents needed for closing will not be issued unless the owner balance is zero.
5. After closing, a copy of the recorded Assignment and Proprietary Lease needs to be mailed to the Association.
6. When filling out the application, please sign the House Rules.

By signing below, I acknowledge I have read the procedures listed above and agree to abide by same. I am also aware that not following the instructions and submission of the correct information may result in a delay of approval of the approval process.

Applicant

Signature\_\_\_\_\_

Date\_\_\_\_\_

Applicant

Signature\_\_\_\_\_

Date\_\_\_\_\_