



## Community Home Trust Notice of Intent to Sell

Revised February 2016

NAME OF SELLER \_\_\_\_\_

NAME OF SELLER \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

\*\*Earliest closing date desired \_\_\_\_\_ Latest Closing Date Desired \_\_\_\_\_

By signing below and paying a \$400.00 deposit, you are stating your intention to sell the above mentioned property. The \$400.00 deposit will be credited back to you at closing. Community Home Trust collects this deposit because it incurs expenses, such as obtaining a home inspection, that are required to help you prepare your home for sale.

**If you decide not to sell your home after giving notice, the deposit is refunded ONLY if the Home Trust has not incurred any expenses toward the effort of reselling your home (i.e. the inspections)** PLEASE NOTE INSPECTION REPORTS EXPIRE SIX (6) MONTHS AFTER THE DATE OF THE INSPECTION. EXPIRED REPORTS MAY REQUIRE A RE-INSPECTION AT THE OWNER'S EXPENSE.

If you decide to sell your home at a later date, the Home Trust reserves the right, at its sole discretion, to require the payment of another deposit for another inspection.

By signing below you also acknowledge that you have received a copy of the document Sellers Pre-Marketing Guidelines.

\_\_\_\_\_  
Signature of Seller

DATE

\_\_\_\_\_  
Community Home Trust Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Seller

DATE

\_\_\_\_\_  
Print Name

\*\* These dates inform our team of the goal of the homeowner. We do not guarantee that your home will sell within this timeframe. We do not begin marketing your home until you complete the pre-sale preparation process outlined in the Pre-Marketing Guidelines for sellers.



# Resale Information Sheet

Name \_\_\_\_\_ Home Address \_\_\_\_\_

Cell Phone number \_\_\_\_\_ Email address \_\_\_\_\_

**Marital Status** (*Circle one*) Single Married Divorced Separated

Has your status changed since you bought your home? (*Circle one*) Yes No

If yes, name of spouse \_\_\_\_\_

**Forwarding Address** \_\_\_\_\_

**Mailbox number** \_\_\_\_ **Parking Spot** \_\_\_\_ **Storage Closet** \_\_\_\_

**Approximate Monthly Utility Bills** Water \_\_\_\_ Electric \_\_\_\_ Gas \_\_\_\_

**Loan Payoff** \_\_\_\_\_

You will have to call your bank to get your payoff. When you speak with your bank, you need to ask for the **PRINCIPAL AND INTEREST** payoff for the end of the next month.

**HOA Dues Paid** (*Circle One*) Monthly Bimonthly Quarterly HOA Dues Paid \_\_\_\_\_

**Confirmed HOA assessments** (*Circle One*) No Yes

**Stewardship** (*Circle One*) No Yes

**Appliances Staying** (*Circle all that apply*) Refrigerator Washer Dryer Microwave

**Asking price for appliances to be sold** Washer \$ \_\_\_\_ Dryer \$ \_\_\_\_ Refrigerator \$ \_\_\_\_

**Total Number Keys** House \_\_\_\_ Parking FOBS \_\_\_\_ Entry FOBS \_\_\_\_ Mailbox \_\_\_\_

**Living in the home during resale** (*Circle One*) Yes No

Please be aware sellers with a vacant home will be required to sign an agreement allowing CHT to withhold up to \$500 from your proceeds at closing to cover repairs that may occur during the resale process due to the home being empty.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return with **NOTICE OF INTENT TO SELL**



## Community Home Trust Sellers Pre-Marketing Guidelines

Revised September 2016

Community Home Trust is here to help you with the resale process when it's time to sell your home. Our sales staff is constantly working with interested applicants who are waiting for the right home for them---and that home might just be yours.

You've taken the first step by contacting our office to let us know of your desire to resell your home. Before we market your home, we want to be sure it is in good shape and ready to be sold. For this reason, you will first work with the PROPERTY DEPARTMENT to get your home ready.

Completing repairs before marketing starts will enhance your sales process because a buyer will see the home in the condition in which it will be conveyed. Here is a general overview of how this pre-marketing preparation process works.

1. When you contact our office, The SALES DEPARTMENT will briefly go over the Pre-marketing preparation process. The PROPERTY DEPARTMENT will provide you with a resale packet to you get started.
2. Step One is to schedule a home inspection. The PROPERTY DEPARTMENT schedules the inspection once you provide a \$400.00 deposit. **THE HOME TRUST WILL COLLECT THE \$400.00 INSPECTION DEPOSIT FROM YOU BEFORE WE COORDINATE SCHEDULING THE INSPECTION. THIS DEPOSIT WILL BE CREDITED BACK TO YOU IF AND WHEN YOU CLOSE. IF FOR ANY REASON YOU DECIDE NOT TO SELL YOUR HOME AFTER IT HAS BEEN INSPECTED, THE DEPOSIT IS NON-REFUNDABLE. PLEASE NOTE INSPECTION REPORTS EXPIRE SIX (6) MONTHS AFTER THE DATE OF THE INSPECTION. EXPIRED REPORTS REQUIRES A RE-INSPECTION AT THE OWNER'S EXPENSE.** You will also need to provide a spare key to be placed in a lockbox on your home. This will allow Community Home Trust to gain access to your home with your prior authorization for the inspection.
3. Both the Property Department and Sales Department will be present during the inspection to look at the condition of your home. Based on the inspection report and the home visit inspection, the Property Department will prepare a **REPAIR LIST**. This document will include everything that the Home Trust has ascertained needs attention in your home in order to make it market ready. It is typical that, in addition to the repair list, the following items will be required prior to marketing your home:

- a. Thorough deep cleaning of the home.
  - b. Repair and painting of walls:
    - i. Walls, trim, and doors, and flooring, etc. must be unblemished and look “finished.”
    - ii. While repainting typically is only a recommendation, painting *may be required* as a part of repairing damage to walls. Holes larger than 1/8” must be repaired and “touch-up” painted.
    - iii. Touch up painting can typically only be done on surfaces with flat (non-glossy) finishes. Surfaces with glossy finishes such as satin or semi-gloss paint must be painted sufficiently so the repairs are not visible.
    - iv. Repair and painting may also be required of surfaces with many small holes within a small area.
  - c. Inspection and servicing of HVAC by licensed technician.
  - d. Tightening of electrical outlets and cover plates.
  - e. Cleaning or replacing range hood vent filter screens.
  - f. Tightening toilet seats to their base.
  - g. Installing new smoke detectors (for detectors 10 years old or older) or installing new batteries in existing detectors.
4. The Sales Department will prepare an **AESTHETIC LIST**. This list will contain recommendations to help with staging and marketing your home. **Though they are not required items, it is strongly recommended that you address these issues to help your home sell.** You will be asked to sign this document to confirm that you have been advised regarding these items.
  5. You and the Property Manager will meet to review the **REPAIR and AESTHETIC LISTS**. **Once you and the Property Manager have come to a mutual understanding of the items, you will sign the document. THIS DOCUMENT WILL BE PART OF THE LEGAL CONTRACT TO SELL YOUR HOME.**
  6. CHT will follow up with you weekly to determine the status of the repairs. However, you may also contact the office if all repairs are complete.
  7. When you have completed all the items on your **REPAIR LIST**, you will be contacted by the Property Department and request a follow up visit. The Property Department will schedule an appointment to come out and review all the completed work from the **REPAIR LIST**. Once the work has been verified, the Property Department will sign off on the work.
  8. **It is at this point that your home is ready for marketing. The Property Department will inform the Sales Department that your home is ready. The Sales Department will then schedule an appointment with you to begin the process of marketing your home.**

## Important Things to Remember

1. **During the time that you are working on your repair schedule items, your property is not being marketed.** You are preparing it for marketing. The Sales Team does not start any marketing until you finish the items on your repair schedule. You are working with the *Property Department* to get your home ready for marketing.
2. **You control the timeline to complete your repairs.** Although we will check in with you to see how things are going, we will wait for you to let us know when you are finished and ready for the Property Manager to come back and review the work that you've completed. *The sooner you complete the items, the sooner your home will be able to be put "on the market."*
3. **The Property Department will gladly help you** by referring you to contractors and repair professionals that have been screened by the Home Trust. We can also help you review estimates and talk through complex repairs to help you make good decisions. \
4. **The Home Trust might require you to address additional repair items if something is damaged or stops working properly during the time your home is for sale.** For example, if you move out and damage the wall of your home, the Home Trust will require that the item be repaired before closing. Also, if once you move out, damage that was originally not visible, will be required to be repaired. Another example---if your dishwasher stops working, you will need to have it repaired. Please contact us if you have any questions about this process.