



RE: Selling your home in the Harvest Run Phase 3 Homeowner's Association

Dear Homeowner,

This letter is to assist you with the Association responsibilities regarding the selling of your home. Once a contract has been signed and before you can close, either you, your attorney or your mortgage broker will be required to contact our office to obtain a ***Paid Assessment Letter and Statement of Account*** (a \$200 fee for this information payable to Complete Management Solutions, Inc. is invoiced to the seller). This letter will advise all parties involved as to the status of your association dues as well as additional information regarding the subdivision for the buyer.

Your request should include the following information in order to make certain our records are updated:

- ☐ Seller's name
- ☐ Address of selling property
- ☐ New owner name
- ☐ Closing date
- ☐ Purchase price
- ☐ Sales Contract

It is also required that you provide the new resident with a copy of the association's governing documents on or before the time of closing. This information is also available on your associations website located at www.harvestrunphase3.com. Should management be requested to provide a copy, an additional charge of \$25.00 will be invoiced to the seller and should be paid to Complete Management Solutions, Inc. at the time of closing.

If you have any questions, please feel free to contact me at 815-814-7088.

Thank you,

Lynda Potas
Property Manager