



TEAL PRO TEAM
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LIST OF HOA DOCUMENTS

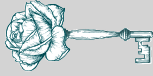
Seller is obligated to provide to Buyer the Association Documents (defined below), at Seller's expense, on or before Association Documents Deadline. Seller authorizes the Association to provide the Association Documents to Buyer, at Seller's expense. Seller's obligation to provide the Association Documents is fulfilled upon Buyer's receipt of the Association Documents, regardless of who provides such documents.

Association Documents consist of the following:

- All Association declarations, articles of incorporation, bylaws, articles of organization, operating agreements, rules and regulations, party wall agreements and the Association's responsible governance policies
- Minutes of: (1) the annual owners' or members' meeting and (2) any executive boards' or managers' meetings; such minutes include those provided under the most current annual disclosure required. (Annual Disclosure) and minutes of meetings, if any, subsequent to the minutes disclosed in the Annual Disclosure. If none of the preceding minutes exist, then the most recent minutes.
- List of all Association insurance policies as provided in the Association's last Annual Disclosure, including, but not limited to, property, general liability, association director and officer professional liability and fidelity policies. The list must include the company names, policy limits, policy deductibles, additional named insureds and expiration dates of the policies listed (Association Insurance Documents).
- A list by unit type of the Association's assessments, including both regular and special assessments as disclosed in the Association's last Annual Disclosure.
- The Association's most recent financial documents which consist of: (1) the Association's operating budget for the current fiscal year, (2) the Association's most recent annual financial statements, including any amounts held in reserve for the fiscal year immediately preceding the Association's last Annual Disclosure, (3) the results of the Association's most recent available financial audit or review, (4) list of the fees and charges (regardless of name or title of such fees or charges) that the Association's community association manager or Association will charge in connection with the Closing including, but not limited to, any fee incident to the issuance of the Association's statement of assessments (Status Letter), any rush or update fee charged for the Status Letter, any record change fee or ownership record transfer fees (Record Change Fee), fees to access documents, (5) list of all assessments required to be paid in advance, reserves or working capital due at Closing and (6) reserve study, if any.
- Any written notice from the Association to Seller of a "construction defect action" within the past six months and the result of whether the Association approved or disapproved such action (Construction Defect Documents). Nothing in this Section limits the Seller's obligation to disclose adverse material facts as required (Disclosure of Adverse Material Facts; Subsequent Disclosure; Present Condition) including any problems or defects in the common elements or limited common elements of the Association property.

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Prepping Your House for Market

Checklist

Exterior

The exterior of your home makes the first impression to potential buyers. Make it welcoming!

Depersonalize

Declutter

- Put away toys & bicycles
- Pack out of season decor
- Stow garden tools & supplies

Items to Repair

Potential Upgrades

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Reseed or add sod to bare patches of lawn <input type="checkbox"/> Repaint/re-stain porches & decks as needed <input type="checkbox"/> Replace missing shutters, gutters & downspouts <input type="checkbox"/> Fill in cracks in concrete walkways & driveways <input type="checkbox"/> Mend broken fences <input type="checkbox"/> Repair/replace torn window screens | <ul style="list-style-type: none"> <input type="checkbox"/> New front door and/or garage door <input type="checkbox"/> New hardware & lighting <input type="checkbox"/> New house numbers <input type="checkbox"/> New mailbox <input type="checkbox"/> Consider hiring a handyman |
|--|---|

Clean

Stage

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Power wash exterior of home <input type="checkbox"/> Power wash walkways & driveways <input type="checkbox"/> Wash the windows <input type="checkbox"/> Mow the lawn & trim shrubs <input type="checkbox"/> Pick up sticks & rake leaves <input type="checkbox"/> Pick up after your pets | <ul style="list-style-type: none"> <input type="checkbox"/> Fertilize & water the lawn <input type="checkbox"/> Spread fresh mulch <input type="checkbox"/> Add planters with flowers <input type="checkbox"/> Add a welcome mat <input type="checkbox"/> Add a seasonal wreath to the front door |
|---|--|



Interior/Living Area

Think neutral, as in colors and decor, to appeal to the largest number of buyers.

Depersonalize

- Remove personal photos, calendars, religious/political items, collections, etc.

Declutter

- Pack away DVD's, games & books
- Minimize knick-knacks
- Remove excess/unnecessary furniture

Items to Repair

- Repair any cracks/holes in the walls & touch up paint.
- Remove peeling wall paper
- Replace burnt out light bulbs

Potential Upgrades

- New flooring
- New paint in a neutral color
- Consider hiring a handyman

Clean

- Dust the light fixtures & ceiling fans
- Wipe down the baseboards
- Wash glass doors & windows
- Vacuum & shampoo the carpet
- Sweep & mop tile & hardwood floors
- Consider hiring a professional

Stage

- Decorate with attractive books, plants & vases
- Add accent pillows & a throw blanket
- Arrange furniture to maximize flow
- Consider hiring a professional

Kitchens

The kitchen comes first. It is arguably the most important room in the house.

Depersonalize

- Remove art & photos from the refrigerator

Declutter

- Pack away occasionally used appliances
- Clean out the pantry
- Stow small appliances in cabinets
- Declutter counters & stove

Items to Repair

- Broken or non-functioning appliances
- Broken cabinet hinges
- Consider hiring a handyman

Potential Upgrades

- New flooring
- New paint in a neutral color
- Consider hiring a handyman

Clean

- Clean all countertops & backsplashes
- Deep clean all appliances & range hood
- Sweep & mop the floor
- Consider hiring a professional

Stage

- Organize open shelves
- Add a bowl of fruit or a fancy appliance like an espresso machine
- Consider hiring a professional

Bathrooms

Make them luxurious.

Depersonalize

- Store personal toiletries in cabinets

Declutter

- Pack away occasionally used toiletries

Items to Repair

- Old/cracked caulking
- Leaking plumbing fixtures
- Consider hiring a handyman

Potential Upgrades

- New lighting fixtures
- New hardware
- New plumbing fixtures

Clean

- Deep clean & remove stains from all fixtures
- Unclog & sanitize drains to remove odors
- Wash fabric shower curtains
- Clean countertops, sinks & mirrors
- Sweep & mop the floor
- Consider hiring a professional

Stage

- Add a new shower curtain
- Put out fresh/new towels
- Add luxurious soaps
- Consider hiring a professional

Closets

Remove half of the items in all closets to make them appear larger.

Fix doors that are off the tracks.

Neatly organize the items that are still in them.

Pets

Not everyone is a pet lover.

Fix any issues left by your pets (smells, stains, etc.)

Clean up after them and don't leave them during showings, photos or open houses.

Your house should be "show ready" at all times!



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Professional Photography & Open House

Checklist

Exterior of Home

- Remove garden hose & caddy
- Move cars from driveway & front of home
- Hide trashcans
- Sweep walkways & driveways
- Straighten deck furniture

Interior/Living Area

- Vacuum, mop & sweep all floors
- Put remotes away
- Hide/tidy all power leads
- Hide pet dishes, toys & beds
- Open all window coverings
- Turn on all the lights
- Turn off the TVs & ceiling fans
- Make sure the temperature is comfortable
- Turn on the gas fireplace

Kitchen

- Wipe down the countertops & appliances
- Mop & sweep the floor
- Remove dirty dishes from the sink
- Put away dish drying racks
- Hide soaps & cleaning items
- Hide dish towels & rugs
- Move visible trashcans to the garage
- Place attractive place settings on island

Bathrooms

- Wipe down countertops, sinks & mirrors
- Sweep & mop the floors
- Clean glass shower doors
- Close the toilet lid
- Stow personal toiletries in cabinets
- Put out fresh towels & luxurious soaps

Additional Open House Tips

Look up valuables & medication

Make sure to leave the house during the open house & take your pets with you!

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