

## SALE OF UNIT CHECKLIST

INTERVIEW DATE

SETTLEMENT DATE

NEW OWNER(S)

UNIT #

TELEPHONE #

1. NOTICE OF INTENTION TO SELL UNIT
2. NOTICE TO ASSOCIATION TO SELL DWELLING
- 3.\*\* APPLICATION TO PURCHASE DWELLING
4. NON-REFUNDABLE APPLICATION & DOCUMENTATION FEE (\$250) (COPY OF CHECK)
5. AGREEMENT OF SALE (COPY)
6. WORKING CAPITAL FEE (COPY OF CHECK)
7. APPLICATION FOR RESIDENCY (CREDIT CHECK)
8. SALE OR LEASE (NUMBER OF OCCUPANTS)
9. AUTHORIZATION FOR ENTRY
10. HOLD HARMLESS AND INDEMNITY AGREEMENT
11. PARKING WAIVER
12. WASHER & DRYER NOTICE
13. INTERVIEW REPORT
14. COPY OF THE RULES AND REGULATIONS

\*\*Includes written acknowledgement that new owner will abide by the association's rules and regulations as required by the "Rules & Regulations" on pages 7 and 8.

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## **INSTRUCTIONS FOR SALE OF UNITS**

THESE INSTRUCTIONS ARE ISSUED BY THE ASSOCIATION IN ORDER TO OUTLINE THE PROCEDURES THAT MUST BE FOLLOWED BY UNIT OWNERS AND PROSPECTIVE BUYERS OF UNITS AT VASSAR SQUARE CONDOMINIUM, VENTNOR, NEW JERSEY. THEY ARE BASED UPON THE CURRENT PROVISIONS OF THE MASTER DEED, BY-LAWS AND RULES AND REGULATIONS OF THE ASSOCIATION.

1. ANY UNIT OWNER WHO INTENDS TO LIST HIS/HER UNIT FOR SALE SHOULD PROMPTLY FILE A NOTICE OF INTENTION TO SELL IN THE OFFICE OF THE ASSOCIATION.

2. IF YOU ENGAGE A REALTOR AND INTEND TO PERMIT THE REAL ESTATE AGENT ACCESS TO SHOW YOUR UNIT IN YOUR ABSENCE, AN ENTRY AUTHORIZATION FORM MUST BE COMPLETED AND FILED IN THE OFFICE. IT IS SUGGESTED THAT YOUR REALTOR BE GIVEN A COPY OF THESE INSTRUCTIONS.

3. ONCE AN AGREEMENT OF SALE IS SIGNED, IT IS YOUR RESPONSIBILITY TO IMMEDIATELY FILE THE FOLLOWING DOCUMENTS IN THE ASSOCIATION OFFICE:

A. COPY OF AGREEMENT OF SALE

B. CHECK FOR TWO HUNDRED FIFTY (250.) AS A PROCESSING FEE

C. COMPLETED "NOTICE TO ASSOCIATION TO SELL DWELLING UNIT"

D. "APPLICATION FOR RESIDENCY" (CREDIT CHECK) AND "APPLICATION TO PURCHASE DWELLING UNIT" (TO BE COMPLETED BY BUYER)

E. "SALE OR LEASE", "AUTHORIZATION FOR ENTRY", "HOLD HARMLESS AND INDEMNITY AGREEMENT" AND "PARKING WAIVER" (TO BE COMPLETED BY BUYER)

4. ONLY UPON THE RECEIPT BY THE ASSOCIATION OF REQUIRED FORMS, CHECK (MADE OUT TO VASSAR SQUARE CONDO. ASSOCIATION) AND DOCUMENTS SHALL AN INTERVIEW OF THE PROSPECTIVE BUYER BE SCHEDULED. UNTIL THAT INTERVIEW IS SUCCESSFULLY CONCLUDED A BUYER SHALL NOT BE PERMITTED TO MOVE INTO THE BUILDING.

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**NOTICE OF INTENTION TO SELL**

**TO: SECRETARY,  
VASSAR SQUARE CONDOMINIUM ASSOCIATION  
4800 BOARDWALK  
VENTNOR, NJ 08406**

**PLEASE BE ADVISED THAT THE UNDERSIGNED INTENDS TO LIST UNIT  
NUMBER \_\_\_\_ FOR SALE.**

**THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF THE INSTRUCTION SHEET  
PERTAINING TO SALE OF UNITS.**

**DATE:**

**OWNER**

**OWNER**

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**NOTICE TO ASSOCIATION TO SELL DWELLING**

RE: UNIT #

GENTLEMEN:

PLEASE TAKE NOTICE THAT WE HAVE RECEIVED A BONA FIDE OFFER TO PURCHASE THE SUBJECT DWELLING UNIT PURSUANT TO THE COPY OF THE SALES CONTRACT WHICH IS ATTACHED HERETO AND WE DESIRE TO ACCEPT THIS OFFER.

THE NAME, ADDRESS, PHONE, AND BUSINESS OCCUPATION OR EMPLOYMENT OF THE PERSON(S) MAKING THIS OFFER ARE AS FOLLOWS:

NAME:

ADDRESS:

PHONE#:

BUSINESS, OCCUPATION OR EMPLOYMENT:

WE UNDERSTAND THAT THIS TRANSACTION IS SUBJECT TO APPROVAL OF THE BOARD OF DIRECTORS IN ACCORDANCE WITH THE PROVISIONS OF THE DECLARATION OF CONDOMINIUM AND WE THEREFORE REQUEST THAT THIS TRANSACTION RECEIVE THE WRITTEN APPROVAL OF THE ASSOCIATION.

WE WILL PROVIDE PURCHASER WITH THE CONDOMINIUM DOCUMENTS AND THE RULES AND REGULATIONS OF THE ASSOCIATION AND PURCHASER AGREES TO TAKE THIS TITLE SUBJECT TO THE PROVISIONS CONTAINED THEREIN.

A CHECK FOR TWO HUNDRED AND FIFTY DOLLARS (\$250.) MADE OUT TO VASSAR SQUARE CONDOMINIUM ASSOCIATION FOR THE ADMINISTRATION AND PROCESSING FEE MUST ACCOMPANY THIS APPLICATION.

FOR OFFICIAL USE ONLY:VERY TRULY YOURS,  
APPLICATION APPROVED ( )  
APPLICATION DENIED ( )UNIT OWNER(S)

\_\_\_\_\_  
SIGNATURE ADDRESS

\_\_\_\_\_  
SIGNATURE PHONE

\_\_\_\_\_  
DATE DATE (MUST BE DATED)

# APPLICATION TO PURCHASE DWELLING UNIT

DATE:

THE UNDERSIGNED HEREBY APPLIES TO THE VASSAR SQUARE CONDOMINIUM (THE ASSOCIATION) FOR IT'S APPROVAL OF THE PURCHASE BY THE UNDERSIGNED, OF THE FOLLOWING DESCRIBED DWELLING UNIT, IN ACCORDANCE WITH THE SALES AGREEMENT WHICH IS ATTACHED HERETO:

UNIT #: \_\_\_\_\_ PRESENT OWNER:  
NAME OF PURCHASER:

CURRENT ADDRESS:  
PHONE:

PERMANENT ADDRESS UPON TAKING TITLE OF THE ABOVE UNIT:

MARITAL STATUS:

PERMANENT MEMBERS OF HOUSEHOLD:

<u>NAMES</u>	<u>RELATIONSHIP IF DATE OF BIRTH</u>	<u>OTHER THAN APPLICANT</u>
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\_\_\_\_\_ WE INTEND TO USE THE SUBJECT UNIT AS OUR:  
PRINCIPAL PLACE OF ABODE \_\_\_\_\_ A PART-TIME RESIDENCE

WILL YOU LEASE YOUR UNIT TO OTHERS? YES \_\_\_ NO

PETS ARE PROHIBITED. PLEASE ACKNOWLEDGE

THE FOLLOWING VEHICLES ARE PROHIBITED. PLEASE ACKNOWLEDGE  
(BOAT, CAMPER, VANS, COMMERCIAL, MOTORCYCLE, TRUCKS OR  
RECREATION VEHICLES)

**CURRENT OCCUPATION, BUSINESS, OR EMPLOYMENT AND ADDRESS:**

**BANK & CREDIT REFERENCES (NAMES & ADDRESSES):**

**PERSONAL REFERENCE: (NAME & ADDRESS)**

**ARE YOU IN THE MILITARY SERVICE OF THE U.S. OF AMERICA OR ANY OTHER NATION?**

**HAVE YOU BEEN PROVIDED WITH THE RULES & REGULATIONS?**

**DO YOU INTEND TO OBTAIN MORTGAGE FINANCING?  
IN CASE OF EMERGENCY, NOTIFY:**

**THE UNDERSIGNED ACKNOWLEDGES THAT:**

- 1. THIS SALE SHALL NOT BECOME EFFECTIVE UNTIL WRITTEN APPROVAL OF THE ASSOCIATION HAS BEEN OBTAINED.**
- 2. RESIDENCY AT THE VASSAR SQUARE IS SUBJECT TO THE RULES AND REGULATIONS OF THE ASSOCIATION AND THE PROVISIONS OF THE CONDOMINIUM DOCUMENTS, AND THE UNDERSIGNED AGREES TO ABIDE BY SAME.**
- 3. A PERSONAL INTERVIEW MAY BE REQUIRED AND/OR ROUTINE INQUIRY MAY BE MADE WHICH WILL PROVIDE APPLICABLE INFORMATION CONCERNING CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS AND MODE OF LIVING.**
- 4. MEMBERSHIP SHALL BE ESTABLISHED BY THE ACQUISITIONS OF OWNERSHIP OF FEE SIMPLE TITLE TO OR FEE INTEREST IN THE ABOVE UNIT, AND A TRUE COPY OF SUCH DEED SHALL BE DELIVERED TO THE ASSOCIATION IMMEDIATELY UPON CLOSING.**

**WE HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT AND ACKNOWLEDGES THAT THE ASSOCIATION MAY RELY THEREON IN ITS CONSIDERATION OF THE FOREGOING REQUEST FOR APPROVAL.**

**DATE: \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
**SIGNATURE OF PURCHASER**

\_\_\_\_\_  
**SIGNATURE OF PURCHASER**

**SALE OR LEASE**

**UNIT #**

**IS:      EFFICIENCY.....2 PERSONS  
          STUDIO.....2 PERSONS  
          ONE BEDROOM.....3 PERSONS  
          TWO BEDROOM.....4 PERSONS  
          THREE BEDROOMS.....6 PERSONS**

**IN ACCORDANCE WITH THE MASTER DEED AND APPLICABLE ORDINANCES OF THE CITY OF VENTNOR THIS UNIT CAN ONLY BE OCCUPIED BY PEOPLE ON A REGULAR BASIS.**

**WE HEREBY ACKNOWLEDGE THE FOREGOING AND CERTIFY THAT OUR UNIT WILL NOT BE OCCUPIED BY MORE THAN \_\_\_\_ PERSONS.**

**VIOLATION MAY RESULT IN PENALTIES IMPOSED BY THE CONDOMINIUM BOARD OF TRUSTEES AND/OR THE CITY OF VENTNOR.**

\_\_\_\_\_  
**NAME**

**NAME**

**DATE:**

\_\_\_\_\_

**UNIT #**

**AUTHORIZATION FOR ENTRY**

**THE UNDERSIGNED UNIT OWNER/LESSEE HEREBY AUTHORIZES VASSAR SQUARE CONDOMINIUM ASSOCIATION TO FURNISH KEYS AND/OR PERMIT:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**THE UNDERSIGNED HEREBY RELEASES VASSAR SQUARE CONDOMINIUM ASSOCIATION AND IT'S EMPLOYEES FROM ANY AND ALL LIABILITY FOR ANY LOSS OR DAMAGE WHICH MIGHT OCCUR AS A RESULT OF SAID ENTRY.**

**DATE UNIT OWNER**



**HOLD HARMLESS AND INDEMNITY AGREEMENT**

IN CONSIDERATION OF PERMITTING  
(NAMES)  
OF UNIT # \_\_\_\_\_ AT VASSAR SQUARE CONDOMINIUM ASSOCIATION, 4800  
BOARDWALK, VENTNOR, NJ, TO

(DESCRIPTION OF WORK)

\_\_\_\_\_ HEREBY AGREE TO INDEMNIFY AND  
(NAMES)  
SAVE HARMLESS THE VASSAR SQUARE CONDOMINIUM ASSOCIATION AND  
IT'S UNIT OWNERS, RESIDENTS AND EMPLOYEES AGAINST ANY AND ALL  
LIABILITY, LOSS, DAMAGES, COSTS AND EXPENSES WHICH THE SAID  
VASSAR SQUARE CONDOMINIUM ASSOCIATION, IT'S UNIT OWNERS,  
RESIDENTS AND EMPLOYEES MAY HEREAFTER SUFFER, INCUR, BE PUT TO,  
PAY, OR LAY OUT TO ANY OTHER PERSON BY REASON OF, OR HAVING AS  
THEIR ORIGIN, CLAIMS FOR PERSONAL INJURIES OR PROPERTY DAMAGE  
ARISING OUT OF INJURIES OR DAMAGE SUSTAINED OR OCCURRING AS A  
RESULT OF THE AFORESAID INSTALLATION AND/OR ALTERATIONS.

IN WITNESS WHEREOF, THE UNDERSIGNED HAVE SET THEIR HANDS AND  
SEALS

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ .

BY:

BY:

\_\_\_\_\_

## **RELEASE & WAIVER**

**AS A MEMBER OF THE VASSAR SQUARE CONDOMINIUM ASSOCIATION, YOU ARE ENTITLED TO USE THE SERVICES PROVIDED BY THE ASSOCIATION, INCLUDING VALET PARKING SERVICE.**

**BY USING THE VALET PARKING SERVICE PROVIDED BY VASSAR SQUARE, YOU MUST AGREE BEFOREHAND, THAT THE VASSAR SQUARE CONDOMINIUM ASSOCIATION AND IT'S AGENTS, EMPLOYEES AND CONTRACTORS IS AND SHALL NOT BE LIABLE OR RESPONSIBLE FOR ANY LOSS OR DAMAGE TO ANY VEHICLE OR ANY PART THEREOF, OR THE CONTENTS OF ANY VEHICLE, WHETHER CAUSED BY FIRE, THEFT, STORM, WATER OR ANY OTHER CAUSE. YOU ASSUME COMPLETE RESPONSIBILITY FOR THE SAFETY OF ANY VEHICLE AND IT'S CONTENTS. SHOULD I (THE UNIT OWNER) ALLOW A GUEST TO USE MY SPACE, THEY ARE PARKING UNDER THE SAME TERMS AND CONDITIONS AS MYSELF.**

**(SIGNATURE)**

**(SIGNATURE)**

**(DATE)**

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**WASHER & DRYER NOTICE**

ON APRIL 23, 1995 AT A MEETING OF THE BOARD OF TRUSTEES OF VASSAR SQUARE CONDO ASSOCIATION, A MOTION WAS MADE AND PASSED THAT WASHERS AND DRYERS MAY NOT BE ATTACHED TO OUR COMMON ELEMENTS SPECIFICALLY, DRAINAGE PIPES AND AIR VENTS.

UNIT #

OWNER'S SIGNATURE

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OWNER'S SIGNATURE

HERE AT VASSAR, IT IS A NECESSITY THAT WE HAVE THE CORRECT AND CURRENT INFORMATION ON EACH UNIT OWNER. PLEASE COMPLETE THE FOLLOWING FORM AND RETURN IT TO THE VASSAR OFFICE SO THAT WE HAVE THE INFORMATION ON FILE.

NAME:

ADDRESS:

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE:

PHONE NUMBERS:

( ) \_\_\_\_\_ HOME  
( ) \_\_\_\_\_ OFFICE  
( ) \_\_\_\_\_ FAX

UNIT # AT VASSAR:

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IF APPLICABLE, SECOND ADDRESS (WINTER):

ADDRESS:

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE:

PHONE: ( )

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IN CASE OF EMERGENCY:

NAME:

ADDRESS:

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE:

PHONE NUMBER:

( ) \_\_\_\_\_ HOME  
( ) \_\_\_\_\_ OFFICE

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[ ] PLEASE CHECK HERE IF YOU WOULD LIKE TO BE INCLUDED IN THE "VASSAR IN-HOUSE DIRECTORY"

\*\*\* IF THIS BOX IS NOT CHECKED, YOUR NUMBER WILL NOT APPEAR IN THE DIRECTORY!!!

E-MAIL

**CERTIFICATION OF SALE**

UNIT # \_\_\_\_\_ SELLER \_\_\_\_\_  
DATE \_\_\_\_\_ BUYER \_\_\_\_\_

WE HEREBY CERTIFY THAT THERE HAS BEEN FULL COMPLIANCE BY THE PURCHASER AND SELLER WITH REGARD TO THE SALE OF UNIT # \_\_\_\_\_ IN ACCORDANCE WITH THE MASTER DEED, BY-LAWS, RULES & REGULATIONS OF THE ASSOCIATION PERTAINING TO THE SALE OF UNITS, EXCEPT AS SET FORTH BELOW.

THIS IS TO CONFIRM THAT THE CURRENT AMOUNT OF THE WORKING CAPITAL CONTRIBUTION ON UNIT # \_\_\_\_\_ IS \$ \_\_\_\_\_ (CURRENT MONTHLY CONDO FEE MULTIPLIED BY 3). THIS IS IN ACCORDANCE WITH PARAGRAPH 10(D) OF THE MASTER DEED AND PARAGRAPH 8:2.08 OF THE 1993 NEW JERSEY CONDOMINIUM AND COMMUNITY ASSOCIATION LAW. THE BUYER IS REQUIRED TO PAY THIS "NON-REFUNDABLE AND NON-TRANSFERABLE CONTRIBUTION TO THE WORKING CAPITAL OF THE ASSOCIATION" UPON THE TRANSFER OF TITLE TO A UNIT.

IT IS FURTHER CERTIFIED THAT CONDOMINIUM FEES HAVE BEEN PAID THROUGH \_\_\_\_\_, THE MONTHLY CONDOMINIUM FEE FOR THIS UNIT BEING \$ \_\_\_\_\_. FEES ARE AUTOMATICALLY DUE AND PAYABLE (WITHOUT NOTIFICATION) AS OF THE FIRST OF EACH MONTH AND ARE CONSIDERED DELINQUENT IF NOT RECEIVED BY THE 15<sup>TH</sup> OF THE MONTH AFTER WHICH THEY ARE SUBJECT TO A FIVE (5%) LATE FEE.

AUTHORIZED REPRESENTATIVE FOR VSCA