

# ADVICE TO SELLER

## REGARDING THE ATTACHED SELLER'S HOMEOWNERS' ASSOCIATION INFORMATION FORM

Dear Seller,

When your property is subject to a Homeowners' Association (HOA) and you list your property for sale, prospective Buyers are entitled to receive certain information of material importance to help them in making a decision whether to purchase. Key concerns to Buyers are the various HOA fees, what these fees cover, the common area amenities, any restrictions regarding the use of the property, and whether the HOA is involved in any litigation. Additionally, it is important to direct Buyers to the HOA's management company or to an officer of the HOA to obtain answers for any questions they may have.

The attached SELLER'S HOMEOWNERS' ASSOCIATION INFORMATION form, when accurately completed, will provide prospective Buyers with a substantial amount of important information and will aid in the sale of your property. Please be aware that your HOA or its management company may charge you an administrative fee to complete this form.

For your protection, it is recommended that you have this form completed by an authorized representative of the Homeowners' Association, not by you, the Seller. Therefore, you should immediately deliver this information form to the proper HOA officer or, if applicable, to the HOA's Management Company when you list your property for sale. Upon return of the completed form, you should promptly forward it to your REALTOR® so that he or she may provide a copy of the itemized information to prospective Buyers for your property.

This does not relieve you, the Seller, from the responsibility of notifying your HOA at the time that you enter into a contract with a purchaser for your property so the HOA can send the other documentation required to be provided to the Buyer pursuant to Arizona Revised Statutes §33-1806.

Thank you for your assistance and cooperation.

# SELLER'S HOMEOWNERS' ASSOCIATION (HOA) INFORMATION

*Property Owner: For the protection of the property owner it is very important to have this form completed by an authorized representative of the homeowners' association.*



I/We \_\_\_\_\_ property owner(s), request this form be completed by my homeowners' association and returned to address \_\_\_\_\_ and/or fax \_\_\_\_\_ regarding the following:  
**Seller Name:** (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_  
 Property Address \_\_\_\_\_  
 Association Name **Casa Bonita Condominium Owners Association**  
 Association President **Jenifer Dorn** Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Treasurer or Management Co. **Bidegain Realty** Phone **(520)886-9877** Fax **(520)886-8764**  
 Address **8755 E. Broadway Blvd** City/State **Tucson, AZ 85710**

*Preparer: Please complete all spaces. Use "N/A" if it is not applicable to complete.*

**ASSOCIATION FEE:** \$ 195.00  
 per  Month  Quarter  Annual  Semi-Annual

	Y	N
More Than One HOA Governing Property (Fee \$ _____).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pending Litigation Involving HOA .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pending Litigation By HOA .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pending Increase in HOA Fee (Amt \$ _____).....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pending HOA Assessment (Amt \$ <u>777.17</u> ..Roof.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ASSOCIATION FEE INCLUDES:**

	YES	NO
Fire Protection .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Refuse Collection .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Security Patrol/Guard .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exterior Pest Control .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Termite Control .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Insurance:

Personal Area Structural Hazard .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Common Area Structural Hazard .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Common Area Liability .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Maintenance:

Common Area:

Structural Improvements .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grounds .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pool/Spa .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sewer Lines and/or Septic.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Streets/Parking Area .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Personal Areas:

Building Exterior .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patios .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yards (Front).....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yards (Back) .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Roof .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heating Equipment .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cooling Equipment .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Waterheater .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Utilities:

Common Area .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Area:		
Electric .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gas .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water/Sewer .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Basic Cable .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Internet Access .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other: \_\_\_\_\_

**COMMON AREA AMENITIES:**

	YES	NO
Pool .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spa/Hot Tub .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recreation/Community Center .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Facilities .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tennis Court(s) .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Racquetball Court(s) .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exercise Facilities .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Laundry Facilities .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Controlled Access Gate/Guard .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Playground .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: .....		

**GENERAL INFORMATION:**

	YES	NO
Federal Compliance Adult Community .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cable TV Available .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Key to Common Area .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Key Deposit (Amount \$ <u>25.00</u> ) .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pets Allowed (Limit <u>2</u> ) (Size <u>Small</u> ) ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RV/Boat Allowed (Limit _____) .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RV/Boat Restrictions .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RV/Boat Storage Space Provided (Fee \$ _____)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Limited Number of Vehicles (Limit <u>2</u> ) ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicle Parking Restrictions.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remodeling/Modifications Allowed .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HOA Approval Required .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rentals Allowed <u>Limit 9(must verify)</u> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inspection/Certification Required		
for Transfer (Amount \$ _____).....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transfer Fee (Amount \$ <u>200.00 Disclosure</u> ....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other/Miscellaneous Fees Related to Transfer		
of Property (Amount \$ _____).....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HOA Controlled By:		
Developer .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Homeowners .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sale/Lease Notification Required .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To Whom <u>Bidegain Realty</u>		
When <u>Close of escrow</u>		
What Info <u>Copy of Deed</u>		
Common Area Streets are:		
<input type="checkbox"/> Public <input checked="" type="checkbox"/> Private (HOA Maintained)		
Common Area Sewer Lines are:		
<input type="checkbox"/> Public <input checked="" type="checkbox"/> Private (HOA Maintained)		

**Information provided by:** Name Lorna De La Ossa Title/Position Property Manager  
 Signature Lorna De La Ossa Date \_\_\_\_\_

*Prospective Buyers: The information contained herein is not guaranteed to be accurate and does not take the place of a detailed review of all governing documents. If you do not understand the information contained herein or in the complete governing documents, seek competent legal advice.*

Revised 12/07/04