



## CRESTWOOD VILLAGE CO-OP FOUR, INC.

15 E MOCCASIN DRIVE

WHITING, NJ 08759

PHONE: (732) 350-0230 – FAX: (732) 350-6930

### INTENT TO SELL INFORMATION

Attached please find an Intent to Sell package. Please read these documents carefully and return them to this office with copies of the front and back of your driver's licenses and your original Certificate of Shares, or if you do not have your original Certificate of Shares, a notarized letter stating you cannot locate your original Certificate of Shares, for which you will be charged \$100.00 at closing.

After your Intent to Sell documents have been received, we can then schedule an initial home inspection. The inspection takes about 30 minutes and costs \$50, payable by check or money order. Our Maintenance Supervisor performs the inspection and will be looking for among other items, an anti-tip device under the stove, bonding wire around the water heater, functioning smoke detector, etc., in addition to the condition of the roof, gutters and crawlspace. After the inspection is completed, the completed work order will be received by the Resale Coordinator who will email you an inspection results letter. This letter will outline what repairs, if any, must be made, and whose responsibility it is to make them (CV4/Seller). There are some repairs CV4 can make for a fee which will also be outlined in the letter.

Once all repairs have been completed and/or reinspected, or if there are no repairs, you will receive Permission to Sell, at which time you may list the unit for sale. **Please note the unit may not be listed for sale until you receive Permission to Sell. Additionally, you MUST contact Manchester Twp to obtain a Certificate of Re-Occupancy.**

Additionally, all potential purchasers must complete an Application for Purchase and be approved by the Board. After they have been approved and a Crestwood Village Four Purchase Agreement has been completed, the Purchase Agreement should be emailed to the JoAnn Renna, Resale Coordinator at [jrenna@crestwoodvillagefour.com](mailto:jrenna@crestwoodvillagefour.com). This will begin the closing process.

If you have any questions, please feel free to contact me at the telephone number above, or email me at [diane@crestwoodvillagefour.com](mailto:diane@crestwoodvillagefour.com). Thank you.

Sincerely,

**Diane Marchinetti**

Office Manager/Closing Supervisor

DPM: