



## GHI Intent to Sell Form

Greenbelt Homes, Inc. (GHI)  
Hamilton Place  
Greenbelt, MD 20770

Member(s) Name \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to advise Greenbelt Homes that I/we intend to sell the perpetual use rights to my/our unit at \_\_\_\_\_ Greenbelt, Maryland, and are asking \$\_\_\_\_\_ for the equity. It is understood that there will be a **one-time** administration fee in the amount of \$1,020.00 payable to Greenbelt Homes, Inc. (GHI) to process this transfer of contract rights at settlement.

In accordance with the terms of the Mutual Ownership Contract, it is requested that GHI give a waiver of its option to purchase at the time a bona fide sales contract is submitted to Greenbelt Homes, Inc. (GHI).

The Members understand that submission of the Intent to Sell starts the process of selling their perpetual use rights. Staff performs an inspection of the dwelling unit, garage (if applicable), and yard to ensure that the unit meets GHI standards. If the necessary work is covered by GHI maintenance, the inspector will enter work orders to have the Maintenance Department make the repairs. Members are required to take corrective action prior to settlement on those items, which are the members' responsibility. Once the Member receives the report, the Member has up to one year to complete the items noted. After one year, a new inspection will be required.

The member gives GHI permission to place this information on the list of homes for sale, unless indicated otherwise below. This list is made available and distributed to prospective members. Advertising of the units is the responsibility of the member or agent for the member and GHI will be notified once advertising is in progress. The member and/or member's agent anticipates the unit being ready for to show prospective purchasers on \_\_\_\_\_ date.

All transactions, negotiation, etc., pertaining to the sale of the unit will be handled through:

Name: \_\_\_\_\_


Real Estate Agent: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail \_\_\_\_\_

I authorize/do not authorize (Please circle option) GHI to list my/our home on the list of homes on the market.

The following information is needed to facilitate a pre-sale inspection. Please check the appropriate

Question	Yes	No
Is it O.K. to enter?		
Do you wish to be present during the inspection?		
 Does GHI have a key to the unit? If the member has changed or added locks to the unit, please provide a key with the completed form to GHI. The inspection can be delayed, if a key is not readily available.		
Do you have any open construction permits?		
Is the unit vacant?		
Do you have an addition? <b>If yes, one story or two?</b>  Is it on the addition maintenance program?		
Do you have a second bathroom? <b>If yes, 1/2 or full?</b>		
Any pets? (dog, cat, etc.)		
Do you rent a garage/boat/storage yard? Member(s) currently rents garage # _____ in court _____ _____. Member(s) are aware that they must give a <u>30-day written notice</u> to GHI's Member Services Department prior to the date they will be vacating the garage/boat/storage yard.		
Member's Daytime Telephone Number		
Member's Evening Telephone Number		
Member's E-mail Address with the understanding all correspondence will be e-mailed to the member.		
Member's Forwarding Address (if applicable)		

