



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 \$1,060.00 payable to Greenbelt Homes, Inc. (GHI) to process this transfer of contract rights at settlement.

The Buyer and Seller understand that a settlement date can be scheduled as soon as the Board of Directors has approved the Buyers application and the "Seller Certification" form has been received from the Seller and verified by GHI's Technical Service Inspector.

GHI does not currently allow remote settlement transactions. Both the seller and buyer should be present during the settlement transaction. Alternatively, either the seller or buyer may be represented by a power-of-attorney during the settlement transaction. Also, GHI does not currently allow a buyer to rent a unit back to the seller for a few days after a settlement transaction is finalized

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? If yes, one story or two? Is it on the addition maintenance program?		
Do you have a second bathroom? If yes, 1/2 or full?		
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 WSSC water bill account #		
Member's E-mail Address with the understanding all correspondence will be e-mailed to the member.		
Member's Forwarding Address (if applicable)		

The undersigned:

1. Agrees not to sublease the unit or otherwise enter into any form of pre-settlement agreement for occupancy without Greenbelt Homes, Inc.'s written approval.
2. Acknowledges copies of the RESALE INFORMATION MANUAL are available at the GHI's Administration Building, from the realtor or GHI representative. (Blue Manual).
3. Understands the pre-sale inspection process and what is required of the seller and understands that the Seller's Certification form MUST BE returned to the GHI's Technical Services Department and verified prior to scheduling of a settlement date. Failure to complete all items on the Resale Inspection Report will delay settlement.
4. Agrees to abide by the Real Estate Sign Policy whether for sale by owner or realtor.
5. Gives permission for GHI to provide a copy of the resale inspection report and monthly co-op fees to my/our realtor.

 Member's Signature Date

 Member's Signature Date

REAL ESTATE SIGN POLICY

- ◆ Where signs are not visible from the main entrance of a court, Greenbelt Homes, Inc. will allow a maximum of one (1) generic directional “FOR SALE” sign with no company advertising to be placed near the entranceway of the court, subject to city rules and regulations. The broker installing the sign will be responsible for the cost of the sign, installation and removal.
- ◆ Greenbelt Homes, Inc. will allow one (1) “FOR SALE” sign in the service-side yard, and one (1) “FOR SALE” sign in the garden-side yard when such placement would facilitate marketing of the property.
- ◆ All signs must be removed and yard repair work completed before settlement. No signs will be allowed on the property prior to submission of this form.