

RESALE INFORMATION MANUAL

INCLUDES: RESALE PROCEDURE EXPLANATION
SAMPLE FORMS
INSPECTION REQUIREMENTS

GREENBELT HOMES, INC.



RESALE INFORMATION MANUAL

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THE GHI RESALES PROCEDURE

The GHI Board of Directors has established a systematic method for handling the resale of GHI homes.

When members decide to sell their occupancy rights and equity interests, they receive this packet of information from either the realtor or GHI. GHI determines whether the two-year profit limitation of the Mutual Ownership Contract applies and makes a decision on GHI's option to purchase the perpetual use rights.

To ensure that homes meet GHI standards, all homes are inspected by GHI's resale inspector. Upon receipt of the "Intent to Sell", the Technical Services Department schedules the initial inspection. Along with the results of this inspection, the seller will receive a certification form to return to GHI when the required corrections have been made. A certification inspection will be made to verify the corrections and to note any other items that may have occurred since the initial inspection. If all required corrections have been made and the seller has a loan commitment a settlement date can be scheduled. If the initial resale inspection is more than six (6) months old, another resale inspection is required at the time of sale.

However, if all deficiencies have not been corrected, another certification inspection will be made. GHI may charge fifty dollars (\$50.00) for each additional certification inspection. **NO SETTLEMENT WILL OCCUR UNLESS TECHNICAL SERVICES VERIFIES ALL REPAIRS.**

A final inspection will be made on all units within five (5) working days of settlement. If additional deficiencies are found in the time between the certification inspection and the final inspection, a minimum of \$1,000.00 will be withheld at settlement. This money will be escrowed and GHI will have the corrections made (generally by an independent contractor) and charge twenty percent (20%) for contract administration. The purchaser must also sign a certification at settlement stating that she/he has inspected the property and agrees that the unit's condition is acceptable.

NOTICE TO REALTORS: Buyers should be encouraged to arrange for a private housing inspector to satisfy themselves as to the actual condition of the unit before the Mutual Ownership Contract is signed.

If everything is in order at the final inspection, closing will occur with no money escrowed. GHI strives to assure that all resales proceed smoothly with the minimum number of necessary inspections, but cooperation is needed from the selling member as well. Please call GHI's Contract Processing Department for further information.

Phone Contract Processing – 301-474-4161 Ext. 1146



Greenbelt Homes Inc.

A COMMUNITY FOR PEOPLE WHO VALUE COMMUNITY

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Selling Your Home

Steps To Sell

If and when you decide to sell your equity interest in and right to occupy your unit you should ask the GHI office or a local realtor for GHI's resale packet of information. This packet contains all of the information and forms you will need to sell your unit.

There are two parts to every GHI home sale. GHI does not find a buyer or perform the services of a realtor for you. You must decide if you wish to find a buyer on your own or work with a realtor. GHI's role is to inspect your house to see that it meets GHI and housing code standards. GHI also processes the application of your future buyer and prepares the paperwork for Board review.

1. Review the resale inspection requirements to be aware of the assessment criteria.
2. Submit the 'Intent to Sell' form to GHI staff at the GHI offices at Hamilton Place. Upon receiving the 'Intent to Sell' paperwork, GHI determines if the two-year profit limitation applies to you and decides whether to exercise its first option to purchase your occupancy rights. (Submitting the 'Intent to Sell' form will trigger the resale inspection performed by the Technical Services Department.)
3. After the home inspection you receive an inspection report. Along with the inspection report, you receive a certification form, which you will return to GHI when you have made the required corrections.
4. GHI performs a final certification inspection to verify that you have made all corrections and GHI notes any other items that must be addressed. There is no fee for this service; however, if you don't make corrections and another certification is required, GHI may charge fifty dollars (\$50) for each additional certification inspection beyond the first inspection.

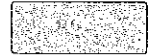
Note: If the initial resale inspection is more than six (6) months old, you must have GHI do another inspection at the time of settlement. **NO SETTLEMENTS CAN OCCUR UNLESS TECHNICAL SERVICES CHECKS THAT ALL REPAIRS HAVE BEEN MADE.**

 [Intent to Sell Form.pdf](#)

Source URL: <http://ghi.coop/content/selling-your-home>

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RESALE INSPECTION REQUIREMENTS

Basic page *RESALE INSPECTION REQUIREMENTS* has been updated.

Resale Inspection Requirements

Original 21Mar88

Updated 17Aug07

A. GHI MINIMUM STANDARDS (Interiors)

1. Interior walls and ceilings shall be clean and painted, paneled, or papered and in good condition. Peeling paint is not permitted.
2. Holes in walls or ceilings must be patched and painted, including nail pops.
3. All original trim, or a suitable replacement, if not strictly cosmetic shall be in place. Interior moldings, doors, light fixtures, plumbing fixtures, and door hardware shall be in place and in good condition.
4. Stair handrails shall be securely fastened. and located according to code.
5. Hardwood floors shall be free from surface defects and gaps and extend completely to walls with appropriate trim and floor finish.
6. Floor underlayment shall be protected from water damage in kitchen and bathroom by adequate finish of floor surfaces in these rooms, including beneath appliances. Tiled floors shall be clean, free of cracks and holes, and be properly secured. Ceramic tile floors shall be fully grouted and complete; i.e., no missing or damaged pieces.
7. All additions and alterations shall comply with all GHI rules and regulations and Prince George's County codes.
8. All screens and glass shall be intact with no tears, cracks or holes.
9. Shower head shall only be installed where walls over the tub have been properly waterproofed to a height of six (6) feet from the floor. Vinyl shower panel specified for water resistance and ceramic tile is acceptable. All grout joints, caulk joints, and seams must be well sealed, free of defects, and water tight.
10. A working smoke detector shall be installed on or around the ceiling area of the

second floor landing. If located on the ceiling, the smoke detector must be spaced a minimum of four (4) inches from any side wall. If located on the side wall, the top of the smoke detector must be a minimum of twelve (12) inches from the ceiling.

11. All flammable materials must be removed from the attic.
 12. All rental garages shall be capable of storing an operable motor vehicle. All built-ins which are in poor condition or which interfere with this requirement must be removed.
 13. No condition in violation of health or safety shall be allowed, e.g., improperly ducted vent fan, improper guard rail detail on modified stairwell wall, water beds in frame or brick veneer homes, etc.
- B. Non-original storm or screen doors must be in proper working condition. No holes in screening materials, glass intact, and door frame properly sealed or painted.
 - C. Missing and/or damaged entrance doors and doors to bedrooms and bathrooms, light fixtures not functioning properly, plumbing fixtures and door hardware neglected or abused by the member will have to be repaired or replaced.
 - D. Plumbing must comply with W.S.S.C. regulations. If the washing machine is not trapped and vented properly on the drain line, the condition must be corrected. If the home has the original double sink, the washer can drain into one of the sinks directly. Washing machines may not drain into the drain pipe beneath the sink; they must drain directly to the sewer main line. See standard GHI drawing for details.
 - E. Compliance is required with the National Electrical Code and Prince George's County amendments to that code. Illegal wiring will have to be corrected or removed.
 - F. Any structural changes made by a member without prior approval of GHI will have to be exposed for inspection. Such change must meet GHI standards or be brought into conformity with them.
 - G. Disappearing stairs in the frame homes shall be framed out to transfer any loads to the proper structural members.
 - H. Attics must be vacant of all personal belongings and all other material prior to settlement.
 - I. Exposed water piping in the crawl spaces and additional plumbing fixtures not insulated as part of the standard rehab program must be insulated to prevent freezing.
 - J. Door frames where doors have been removed must have the areas damaged by hinges and striker plates restored to original condition and painted.
 - K. Floor coverings other than hardwood must be in good condition without excess wear. All edges of wall-to-wall carpeting must be adequately secured. Make a note of existing carpeting.
 - L. Curtain rods must be securely in place or the hardware removed and holes properly filled.
 - M. All light fixtures must be in place and operable, or blank plates must cover all unused

fixture boxes. Wires shall not be left hanging.

- N. Fireplace installations shall be in accordance with NFPA regulations, and they must be listed by GHI for annual inspection and cleaning.
- O. GHI MINIMUM MAINTENANCE STANDARDS (Exterior)
1. All exterior wall surfaces shall be uniformly painted with clean edges. All chipping, cracking, or peeling shall be corrected immediately.
 2. All exterior wood surfaces; i.e., doors and trim shall be properly sealed and protected from moisture damage.
 3. Lawns which have been worn away by pedestrian traffic, abuse, or neglect shall be resown and lightly covered with straw in order to prevent erosion and drainage problems. Some areas may require ground cover other than grass, as directed by GHI.
 4. All shrubs, hedges, and plantings shall be trimmed in an orderly manner.
 5. Yard areas shall be free of trash and neat in appearance.
 6. Yard swales should not be blocked in any manner. Ponding water and improper grade conditions will be corrected by GHI unless caused by member abuse, neglect, or alterations.
- P. All fences must be in compliance with GHI fence and yard line regulations. All wire fences must be as approved, must be taut, have top rails, post caps, posts plumb and secure and be free of damage. Wood fences must be of the approved type, all posts and rails secure, and free from damage or rot. All fences must be two (2) feet from the parking lot and twelve (12) inches from all common sidewalks. All fenced areas must be accessible from the common area or walk by at least (1) non-locking gate.
- Q. Compost piles must be removed at the time of resale.
- R. Wood piles must be kept off the ground by 18" and stacked in an orderly fashion.
- S. All privacy screens must conform to GHI rules & regulations, unless approved as an exception by the Board. Posts must be upright and secure, fencing and rails in good condition. Exposed posts and rails, if applicable, must face the adjacent neighbor. Double fence conditions must be corrected by removing one fence or the other.
- T. All storage sheds must comply with GHI regulations at resale. All sheds, including floor and base, must be in good condition, free from rust or rot and damage free. Size, shape, and placement must conform to GHI regulations. Color must harmonize with the surrounding area. Only one (1) storage shed is allowed.
- U. All antennas must be securely fastened to the building in the approved manner or removed. Antennas fixed to chimneys are not permitted.
- V. Pet areas must be clean and sanitary. Home or yard damage caused by pets must be repaired. Fenced pet areas, hutches, or other fixed pet enclosures must be removed and the surrounding area restored, unless written permission is obtained from the purchaser.
- W. All exterior painting and trim painting must be with approved colors, unless written

approval has been obtained. Paint on vinyl siding must be removed. Vinyl siding damaged by member improvements must be replaced.

- X. Additions must be maintained to GHI minimum maintenance standards. Roofs, siding, windows, doors, must be in good condition. Gutters, downspouts and splash blocks are required on all additions, and in good condition, properly mounted and sloped.
- Y. Prince George's County Housing Code
 1. Both house and yard must be clean, sanitary, free of accumulation of rubbish or garbage, free of noxious weeds, or conditions which will harbor insects or rodents.
 2. Stairs and walkways must be clear of permanent obstructions. Likewise, all routes of exit from the unit must be clear of obstructions.
 3. All exterior walls and other weather-exposed surfaces must be weathertight. All exterior surfaces must be impervious to weather by means of a suitable coating.
 4. Each set of stairs over two (2) risers high shall have handrails located as required by the Building Code. Every porch which is more than two (2) risers high shall have handrails.
 5. Every window shall be glazed, tight, and openable, except fixed pane windows.
 6. Every door shall fit tight in its frame and shall be easily openable. Each door available as an exit shall be capable of being opened from the inside, easily and without a key.
 7. The addition of living space at GHI must include sufficient heat to comply with the County Housing Code.
 8. The design, layout and construction of additions shall be in accordance with the County Housing Code. Every bathroom shall have adequate light and ventilation. Other rooms must have the proper light and ventilation as specified.
- Z. All items noted which are GHI Maintenance responsibility are automatically reported to the Maintenance Department for correction.
- AA. Any condition specifically noted in the files which violates GHI rules and regulations will be corrected.
- AB. The GHI member handbook must be available for collection at the initial resale inspection or a fine will be charged.
- AC. The service side must incorporate some method of screening trash cans from view. If the original trash closet is inoperable, then evergreen shrubs or a man-made screen of approved design may alternately be used to screen trash cans from view. Also, a trash can container may be used if properly constructed and mounted.
- AD. Both service side and garden side entrances must be marked with the unit address. Garden side additions with front facing entries must be so marked.
- AE. Items not covered by GHI resale inspection: ranges/ovens, range hoods, refrigerators, washers, dryers, dish washers, garbage disposals and other major appliances. GHI does

not move appliances, furniture, wall hangings, etc. in order to check condition of walls, floors, ceiling, receptacles, plumbing, or electrical hook-ups, and therefore cannot be responsible for hidden or latent defects. If such defects are suspected, selling member is responsible to expose concealed area for inspection before inspection report is issued.

NOTICE TO REALTORS

It is imperative that GHI's Contract Processing Department receives the INTENT TO SELL form as soon as a unit is listed. This document must be signed by all parties concerned. It is equally important that selling members arrange to perform all resale work listed under "Member Responsibility" on the resale inspection report. You may receive a copy of the inspection report from GHI if authorized on the "Intent to Sell" form. Please follow through with this request to expedite a smooth transaction.

Thank you.

Sincerely,
GREENBELT HOMES INC.

Contract Processing Department



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 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)		

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.

Two-Year Profit Limitation Letter

This applies to memberships being sold within two years of the date of the Mutual Ownership Contract.

Dear Member:

This is to advise you that the proposed sale of your membership falls under the two-year profit limitation provision in your Mutual Ownership Contract. If you wish to sell at a profit, you may list the unit and enter into a sales contract at any time but MAY NOT settle until after the 2nd anniversary of the date of your Mutual Ownership Contract. If you decide to settle before that time, the following calculations establish the maximum allowable sales price.

EXAMPLE

+	Seller's purchase Price	\$ _____
+	Improvements made (must be evaluated by GHI's Resale Inspector and verified with dated receipts)	\$ _____
+	GHI Administrative Fee	\$ _____
+	Points paid by the seller at the time of purchase	\$ _____
+	Seller's sale related expenses (verified by receipts)	\$ _____
+	Points paid by seller for new purchaser	\$ _____
	Subtotal	\$ _____
+	Sales Commissions (verified by sales contract; maximum 7%) Calculated by the following method: Multiply SUBTOTAL by factor for the appropriate Sales commission:	\$ _____
	.0752688 for a 7% commission	
	.0695187 for a 6.5% commission	
	.0638298 for a 6% commission	
	.0526316 for a 5% commission	

GHI TWO-YEAR PROFIT LIMITATION ASKING PRICE \$ _____
(working capital is excluded from this calculation as it is refunded by GHI)

We appreciate your cooperation. Please contact Contract Processing if you have any questions.

Sincerely,
GREENBELT HOMES, INC.
Contract Processing

Date:

Name
Address
Greenbelt, MD 20770

Unit #

Dear Member:

Greenbelt Homes, Inc. has received your Intent To Sell the perpetual use rights to your unit at . According to the terms of the Mutual Ownership Contract, Greenbelt Homes, Inc. has the first option to purchase your occupancy rights and equity. This letter is to advise you that GHI will not exercise its right of first option to purchase your perpetual use and occupancy rights.

In accordance with Greenbelt Homes' policy, it is necessary to make an inspection of all residences when they are placed on the market. Upon completion of the initial inspection, a report will be mailed to you and your realtor. The report will indicate deficiencies identified by GHI's inspector that must comply with current electrical, plumbing, and housing codes as well as current GHI rules and regulations.

The corrections which are deemed the responsibility of the member **should be made as soon as possible**. Should you engage the services of a contractor, the contractor should contact Technical Services for SPECIFIC instructions as to procedures, permits, etc. Areas of maintenance for which the Cooperative is responsible will be reported to the Maintenance Department by the inspector and work orders will be generated. Your cooperation with the maintenance department in making these corrections is important so that we can expedite the sales transaction on your home.

Along with the initial inspection report, you will receive a "Seller's Certification" form which you must sign to certify that you have made the corrections as indicated. When you return the form to Contract Processing, we will conduct an inspection to insure that all deficiencies have been corrected. **No settlement date can be established until all corrections have been completed and the seller's certification is verified.**

Your cooperation will be most appreciated. If you have any questions concerning the inspection, you may contact the Resale Inspector/Technical Services, at (301) 474-4161.

Sincerely,
GREENBELT HOMES, INC.

Bruce Mangum
Contract Processing

Date

Name

Address

Greenbelt, MD 20770

Dear Member:

Congratulations! We have received a copy of your sales contract for your occupancy rights. We hope the resale process has gone well thus far. A settlement date can be scheduled as soon as the Board of Directors has approved the buyer's application and your "Seller Certification" form has been received and verified. If your unit is not certified by this time, please contact the Technical Services to advise when you plan to have any required work completed.

Following are a few items that must be attended to in order for a smooth transition to occur:

1. A termite inspection is required by most lenders. The inspector needs at least a two-foot clearance between the wall and furniture in order to conduct the inspection. If you have any questions, please contact the Maintenance Department.
2. Please contact the Finance Department if you owe any outstanding fees to GHI. The co-op fee will be pro-rated in the month you settle. Remember the monthly co-op fee is due the first of the month.
3. Contact the utility companies for transfer as soon as a settlement date is scheduled. GHI will contact WSSC to request that the final bill be mailed to GHI.
4. Please remember to put a change of address into the post office for your mail to be handled correctly.
5. Prior to settlement, please make sure your attic and shed are free of personal belongings and trash.
6. On the day of settlement a driver's license or other photo I.D. is required for each signer.

We hope your stay in Greenbelt Homes was a pleasant one. Should you have any questions prior to settlement, please call for assistance.

Sincerely,

Bruce Mangum
Contract Processing

GENERAL EXPLANATION OF GHI RESALE STANDARDS

When GHI members sell the equity in their homes, staff performs an inspection of the dwelling unit, garage (if applicable), and yard to ensure that the unit meets GHI standards. These standards are derived from the local building, plumbing, and electrical codes and the rules and regulations contained in GHI's Member Handbook. 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. The purpose of this inspection program is to ensure that GHI continues to provide safe, sanitary, and well maintained housing in accordance with local code requirements established as a condition of the rehabilitation loans and with the policies adopted by the Board of Directors.

What types of corrections are normally required?

Because the various codes are extremely complex, it is impossible to establish a precise checklist to cover all circumstances. However, there are certain guidelines which can be used by prospective sellers to identify necessary work.

Basically, a portion of the housing code is a "maintenance code" which provides that all fixtures, structures, etc. are to be installed in a workmanlike manner, so that they will perform their intended function safely and not create any hazards. Most citations issued by GHI involve additions to, or alterations of, the original structures and fixtures which were either improperly installed or not maintained. Examples are:

1. Smoke detectors which are not operational
2. Damaged or missing window screens
3. Switches or cover plates which have been removed
4. Fences or sheds in disrepair
5. Peeling wallpaper or paint
6. Deteriorated bathtub caulking
7. Patios, retaining walls, or decks in disrepair
8. Addition roofs (not on addition maintenance program) which require replacement

The second category includes clear violations which normally result from unapproved additions or alterations to the unit such as:

1. Improper washer drain connections
2. Illegal electrical wiring
3. Failing to vent a clothes dryer to the outside
4. Additions with unacceptable roofs, improper foundations, and no screens

A third category of violations are those which result from failure to follow GHI regulations which include:

1. Fencing which is not allowed under GHI regulations or is in disrepair

2. Failure to provide a trash enclosure or screening for the trash cans
3. Sheds which exceed the maximum allowable size or are placed in unapproved locations
4. Bare yards which require reseeding
5. Broken floor tiles
6. Fenced yards without gates, peeling paint, not painted, or not an acceptable GHI color
7. Failure to maintain a protective finish on hardwood floors (unless carpeting has been installed)
8. House numbers missing on either the service or garden side

How should I prepare for the GHI inspections?

Most members will find that they need make no special preparations. If you have performed necessary maintenance on those items which are defined as members' responsibilities in Section II. (a) of your handbook and if you have followed appropriate procedure to have sheds, fences, and additions approved, you will find that the inspection will require few, if any, corrective actions. Those that may be required will often be minor, such as installing house numbers on both entrances to your unit. If you are concerned about making corrections prior to the inspection, you may want to walk through your house and yard and make a list of any items which need attention. If you are in doubt as to whether these items are GHI maintenance responsibilities, you may either go over them with the inspector or call the Maintenance Department directly. If you are aware that you have serious problems with your unit (for example, improper washer drain, electrical problem in an addition, roof leaks within an addition, etc.) you may want to call Technical Services before listing the house for sale.

How will resale repairs affect the selling of my home?

Most corrections required at resale involve repair and maintenance, not replacement. For this reason, they generally do not add value to the selling price of the unit. All homes sold in GHI are marketed based upon meeting the co-op's standards. Because the selling price of a home is generally derived from the prices at which similar dwelling units have sold, the resale repairs should have little if any effect upon the price which you can obtain for your unit.

The exception to this policy is of course, those units where deficiencies exist in key components which require replacement. For example, if you determine that your shed is not worth repairing or your fence is so badly deteriorated that it makes more sense to demolish it this change may cause some minor adjustment in the sales price. In some cases, it may have no effect. If plumbing or electrical work has been done without a permit or by someone who is not properly licensed, you run the risk of having to correct any work improperly done. If the key components of your addition (windows, roof, siding, etc.) are in poor condition, you should already be aware of that fact and should base your asking price on the unit's value when these deficiencies are corrected.

In any transaction, whether you are using a realtor or selling yourself, you should ask for the fair market value based upon recent sales and the asking prices which other members have placed upon similar units.

GHI

WO#

PRE-SALE INSPECTION REPORT

This inspection is for the purpose of GHI property maintenance, and in no way constitutes a guarantee for the buyer.

Member _____ **Date** _____
Address _____ **Unit #** _____
Phone, Day _____ **Evening** _____

Notice: The following corrections are the responsibility of the selling member and must be completed prior to settlement. All alterations, additions, or improvements made by any member since 1952, as well as the original unit, are inspected for two purposes: (1) to ensure that all applicable government codes and GHI regulations are being met, and (2) any present or potential damage to the structure is corrected. PLEASE NOTE: Member is responsible for all corrections on this report and all other deficiencies found on subsequent inspections.

Failure to correct all items listed below may result in a significant delay in settlement. Settlement may not be scheduled until all items are completed and verified. Send in your yellow certification form as soon as all work is completed.

- 1.
- 2.
- 3.

Note: All yard lines are under review by the Board of Directors, and may change in the future.

The following items will be checked by GHI Maintenance at no cost to the member.

- 1.
- 2.
- 3.

If you have any questions, please feel free to contact the Technical Services Department at 474-4161, ext. 149 between 8:00 a.m. and 3:30 p.m. Thank you for your cooperation.

Roger Bonifacio, Inspector
Technical Services

Application Code/Regulation: GR-GHI Regulation; H-City of Greenbelt Housing Code; NEC-National Electric Code; W.S.S.C.-Washington Suburban Sanitary Commission; O-Others.

IMPORTANT INFORMATION

Regarding the attached Presale Inspection Report:

No settlement date can be established until all corrections listed on the attached report have been completed and the Seller Certification verified.

- You must comply with all member responsibilities.
- Call GHI Technical Services with any question or for specific instructions. The name and number of the inspector is located in the cover letter attached to this inspection report.
- You may use GHI's Fee-for-Service to satisfy the requirements of the inspection report. If you wish to do so, please attach the signed Fee-for-Service proposal to the "Seller's Certification form.
- When you have completed all items, sign and send in the yellow "SELLER'S CERTIFICATION" FORM and a final inspection will be conducted to verify that ALL WORK IS COMPLETED.
- NO SETTLEMENT DATE CAN BE ESTABLISHED UNTIL ALL CORRECTIONS HAVE BEEN COMPLETED AND VERIFIED BY GHI.
- A fifty dollar (\$50.00) fee may apply if, upon re-inspection, ALL WORK IS NOT COMPLETED.
- A FINAL INSPECTION will be made within five (5) working days prior to date of settlement. If deficiencies are found, funds may be escrowed from the sale to make repairs.



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4161 Fax (301) 474-4006



February 6, 2014

Name
Address
Address

Re: Unit #

Dear Member:

Enclosed is your Pre-Sale Inspection Report. The report indicates all deficiencies identified by the GHI inspection. If you would like to review the report with me, please call any weekday between 8:00 a.m. & 3:30 p.m. This inspection is only valid for twelve (12) months. If your home remains unsold for more than twelve months after this inspection, another inspection will be required **immediately after GHI is notified of a valid sales contract.**

Unless the GHI Maintenance Department is notified by you, it will be assumed that they have permission to enter your unit and make repairs which are GHI's responsibility.

Your cooperation in correcting the deficiencies will be most appreciated. **A settlement date cannot be set until your certification form has been received by GHI and the corrected items verified.** Your prompt attention will expedite the sales transaction on your home. Thank you.

Sincerely,
GREENBELT HOMES, INC

Roger Bonifacio, Inspector
Technical Services Dept.
rbonifacio@ghi.coop
301 474-4161, Ext. 149

Note: If you are leasing a Garage and/or a space in the Boat/Trailer lot, a written thirty-(30) day notice to vacate is required. The key must be returned at or before settlement. **We do not prorate for days not occupied.**

Enclosure: **SELLER'S CERTIFICATION FORM**
FOGGED WINDOW POLICY

cc: Contract Processing
cc: UDB/TS

GREENBELT HOMES, INC.

Hamilton Place

Greenbelt, Maryland 20770

ATTENTION:
Processing Department

File UDB/TS
Unit # _____

SELLER CERTIFICATION

I/we, _____, have complied with the inspection report received from Greenbelt Homes, Inc., and hereby certify that all items specified as "corrections required" made by the selling member HAVE BEEN COMPLETED on my/our home at _____, or a Greenbelt Homes Fee-for-Service proposal has been signed (Fee-for-service proposal attached). I/we hereby certify that the home is now ready for a second inspection in order that a settlement date may be established.

NOTICE: YOU MUST COMPLETE THIS SECTION

Do you have a dog? Yes ___ No ___ Is it OK to enter? Yes ___ No ___

Call first? Yes ___ No ___ Daytime phone number _____

DATE: _____
_____ (Member)

_____ (Member)

PLEASE TAKE A MOMENT AND CHECK FOR COMPLETION OF ALL REPAIRS.

PLEASE NOTE: This certification **MUST BE** returned to the GHI Processing Department and verified, **OTHERWISE NO FINAL SETTLEMENT CAN BE ESTABLISHED.** Further, if this certification is found to be inaccurate upon second inspection, you will be charged \$50.00 for each additional inspection that must be performed and your settlement will be delayed.

If you have any questions about how to correct defects, call the Technical Services Office on (301) 474-4161, Ext. 149 to clarify.

Please sign in the above designated space, and return the original to the GHI Processing Department. Retain a copy for your file. When this form is received, an inspection is immediately scheduled to verify that the repairs have been completed.

FOR OFFICE USE ONLY

Received by: _____ Date: _____ Handbook: Yes ___ No ___

2nd Inspection Date: _____ Certified by Inspector: _____



GREENBELT HOMES, INC.
HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4161 Fax (301) 474-4006



Date

Member
Address
Address

Re: Unit No. **R-1 OK TO CLOSE**

Dear Member:

Your unit at _____ was found to be in compliance with GHI's standard requirements on the certification inspection.

If any changes are made to the structure which result in a violation of any health or safety standards, or in the event that a deficiency is found that was not noted, these deficiencies will be cited on the final inspection and money will be escrowed at settlement for the correction of these deficiencies.

We appreciate your cooperation in meeting GHI's standards.

Sincerely,
GREENBELT HOMES, INC.

Roger Bonifacio, Inspector
Technical Services Department

cc: Contract Processing



GREENBELT HOMES, INC.

HAMILTON PLACE, GREENBELT, MARYLAND 20770

Area Code (301) 474-4161 Fax (301) 474-4006



Date

Name

Address

City, State Zip

Unit #

Dear Member:

R-2 NOT OK TO CLOSE

We received your certification and did an inspection to verify the information submitted. Your unit at _____ was found not to be in compliance with GHI standards, and a final settlement date **may not be scheduled at this time.**

The deficient item(s) are as follows:

It is essential that you meet the requirements of the initial inspection report in order to ensure a smooth settlement. You must send in the new certification form once you have corrected all deficiencies. We will then re-inspect your home; you may be charged fifty dollars (\$50.00) for this inspection.

Settlement cannot occur until all deficient items listed have been corrected. If you are unable to perform this work, you may contact GHI's Fee-for-Service coordinator at (301) 474-4161, Ext. 129 to request an estimate and/or arrange to have the work performed. Funds may be deducted at settlement and the work performed after settlement, if necessary.

Please do your part to assure there will be no complications or delays at settlement. Your cooperation is needed and appreciated.

Sincerely,
GREENBELT HOMES, INC

Roger Bonifacio, Inspector
Technical Services

Enclosed: "SELLER'S CERTIFICATION" FORM (1)

cc: Contract Processing

Unit #

FINAL INSPECTION FORM

This inspection is for the purpose of GHI property maintenance, and in no way constitutes a guarantee for the buyer. Buyer should conduct his/her own inspection and bring deficiencies to the attention of his/her realtor.

MEMBER:

DATE:

ADDRESS:

NAME	DATE	INSTRUCTION
		FINAL INSPECTION REQUEST (MINIMUM 3 WORKING DAYS PRIOR TO CLOSING)
		CERTIFIED DATE
		CLOSING
		FINAL INSPECTION

HANDBOOK CHARGE? Yes ___ No ___ Date Received _____

REALTOR SIGN REMOVED? Yes ___ No ___

ADDITION? Yes ___ No ___

GARAGE? Yes ___ No ___

BOAT/TRAILER YARD? Yes ___ No ___

	Above unit has passed final inspection and is clear to go to settlement.
	Withhold and escrow the following amount at settlement (see over):

Escrow amount \$ _____

Fee-for Service Charge: \$ _____

Buyer Assumption: _____

Authorized Signature

FINAL INSPECTION FORM

DATE _____

UNIT # _____

ADDRESS _____

YARD	S/S	G/S	NOTES					
Realtor Sign								
Ground Cover								
Shed								
Fence								
Trees/Plants								
Swale/Standing Water								
Roof/Gutter/Downspouts/ Splash Block/Storm Drain/Bell								
Crawl Space Vents								
Exterior Wall								
Sump Pump Discharge								
INTERIOR	kitchen	Living Room	Dining Room	Stairs/ Hall	Bath	Bedrm 1	Bedrm 2	Bedrm 3
Floor/Walls/Ceiling/Trim								
Windows/Screens/Operation								
Doors								
Heaters/Lights/Receptacles								
SMOKE DETECTORS First Floor [] Stairs [] Second Floor Hall []								
KITCHEN Heat [] Exhaust Fan [] Plumbing Fixtures [] Disposal [] Dishwasher Discharge [] Sink Trap []								
BATH Heat [] Exhaust [] Plumbing Fixtures [] GFCI [] Tub Lip [] Sink Trap []								
AIR CONDITIONER Bracket/Mounting [] Electric []								
ADDITIONAL COMMENTS								