

Condo Sale Procedures

The following process must be completed at the Sales Office if you are selling your condo and have a buyer.

- The buyer **MUST** be approved prior to the condo purchase. The buyer(s) need to complete a Membership Application and submit to a background check, which is a \$35 fee for this process.
- Seller must pay a \$1,500 nonrefundable transfer fee to the Sales office prior to the real estate transaction being complete. This fee will cover account reconciliation of the seller's Sandy Pines account, preparation of transfer paperwork, and the transfer of member accounts.
- Transfer paperwork must be signed and returned by both parties within 5 business days of the real estate transaction being complete.
- Any outstanding balance on the seller's member account, including dues, must be paid in full in order for the transfer to be completed.
- Sandy Pines handles the transfer of membership **ONLY**.
- To retain a boat stake in the new Members name, Sandy Pines requires a boat registration in the new Members name at the time of the transfer or within 2 weeks after the transfer is completed.