

Avenel Community Association
RESALE REGISTER / SIGN ORDER FORM
View the Resale Register Online at www.Avenel.net

Date: _____

LISTING INFORMATION:

Agent(s) Names: _____

Agent(s) Website: _____

Agent(s) Email Address: _____

Agent(s) Phone #(s) for Listing: 1) _____ 2) _____

Homeowner's Name: _____

Homeowner's Email Address: _____

Village	Address	Lot & Block #
_____	_____	_____

Listing and/or Rental Price: \$ _____

A photo is required for all listings posted on the ACA Resale Register. Please e-mail your photo to customerservice@avenel.net. All photos must be less than 700 x 700 pixels and horizontal.

RESALE SIGN INFORMATION:

Home for Sale _____ Home for Rent _____ Lot for Sale _____

Open House Rider: Yes _____ No _____

Agent phone number to be displayed on sign: _____

The cost for all signs is \$100.00, payable in advance by check made payable to the ACA. Signs are to be installed and removed by ACA personnel only. A refund of \$50.00 will be processed, at the agent's request, after the sign has been removed by ACA personnel and found to be in good condition. The agent and/or owner will be responsible for the cost to replace or repair any lost, stolen or damaged signs, as well as a forfeiture of any potential refund.

Agreed and Accepted: _____

Date: _____

(for ACA use ONLY) Install Date: _____

Removal Date: _____

Avenel Community Association, Inc.

Information and instructions regarding the purchase of Homeowner Association Documents and Resale Certificates:

HOA Documents

Documents may be purchased at the Association's office at 9501 Beman Woods Way, Potomac, Maryland during regular business hours. The cost of documents is \$75.00, payable by check to the ACA.

Resale Certificates

Resale Certificates should be ordered and purchased directly through Comsource Management, Inc. (CMI), the Association's Financial Managers, at a cost of \$75.00. The request for a resale certificate will generate a resale inspection of the property and will be included in the resale certificate. Any known or observed violations or conditions found that are not in compliance with the governing documents will be noted on the resale inspection and incorporated into the resale certificate. To request a resale certificate, please contact Tony Martella or Tracy Bass at 301-924-7355, or email tmartella@comsource.com (Tony) or tbass@comsource.com (Tracy).

Agents are encouraged to purchase and order HOA documents and resale certificates as early as possible to provide adequate time to process your request. Rush orders may be subject to an additional fee.

Courtesy Pre-Inspection

The Association is pleased to offer a courtesy pre-inspection of properties listed for sale, prior to the official resale inspection. This allows the owner time to work with the Association and address/correct any noted property deficiencies or violations prior to the official listing and/or contract execution. The courtesy pre-inspection is not a substitute for the final resale inspection that is included in the resale certificate, and should not be relied upon as such; however, often this proactive approach is beneficial to owners. To request a courtesy pre-inspection, please contact Karen Tam at 301-299-5916 or KTam@avenel.net.

Post Settlement Instructions

Please instruct the settlement attorney to forward a copy of the HUD-1 and contact information for the purchaser immediately after closing to:

Avenel Community Association
9501 Beman Woods Way
Potomac, Maryland 20854
Phone: 301-299-5916
Fax: 301-299-7169
Email: customerservice@avenel.net

Comsource Management, Inc., Attn: Tony Martella
3414 Morningwood Drive
Olney, Maryland 20832
Phone: 301-924-7355
Fax: 301-924-7340
Email: tmartella@comsource.com

Rental Properties:

Please provide the Association with a copy of the lease agreement and contact information for both the owner and tenant on all rental properties.

Feel free to contact the Association with any questions, or if you require assistance.

Receipt Acknowledged: _____ Date: _____