

**RESALE REGISTER / SIGN ORDER FORM**  
View the Resale Register Online at [www.liveatavenel.com](http://www.liveatavenel.com)

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@liveatavenel.com](mailto:customerservice@liveatavenel.com).\*\*

**RESALE SIGN INFORMATION:**

Home for Sale \_\_\_\_\_ Home for Rent \_\_\_\_\_ Lot for Sale \_\_\_\_\_

Open House Rider: Yes \_\_\_\_\_ No \_\_\_\_\_

Preferred location for sign installation: \_\_\_\_\_  
(Cannot be installed 10' from curb/street within utility easement. Requests will be accommodated to the greatest extent possible.)

Agent phone number to be displayed on sign: \_\_\_\_\_

Link to Website and/or Virtual Tour: Yes \_\_\_\_\_ No \_\_\_\_\_  
(The cost of link(s) to your website and/or virtual tour is \$100, and includes links for ALL of your listings for the current calendar year. Please email your link(s) to [customerservice@liveatavenel.com](mailto:customerservice@liveatavenel.com).)

The cost for all signs is \$125.00, payable in advance by credit card or 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. By signing this form, you confirm your understanding and acceptance of the information included on this form and on following page.

Agreed and Accepted: \_\_\_\_\_ Date: \_\_\_\_\_

(for ACA use ONLY) Install Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_



Community Association, Inc.

Congratulations on your new real estate listing in Avenel. Below please find information that you may find helpful:

HOA Documents:

A printed HOA Documents notebook may be purchased at the Association's office at 9501 Beman Woods Way, Potomac, Maryland during regular business hours. The documents are also available in an electronic format. The cost of the documents is \$100.00 (electronic) or \$150.00 (notebook), payable by credit card at [Liveatavenel.com](http://Liveatavenel.com) or by check to the ACA. Please encourage purchasers to review the documents and to familiarize themselves with the Association's Community Wide Standards and the process to apply to the Association for exterior modifications. To request the documents, please contact the ACA office at 301-299-5916, or by email at [customerservice@liveatavenel.com](mailto:customerservice@liveatavenel.com).

Resale Certificates:

Resale Certificates should be ordered and purchased directly through Comsource Management, Inc. (CMI), the Association's Financial Managers, at a cost of \$150.00. 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. The courtesy pre-inspection, first and second resale inspections are included in the fee for the resale certificate. Additional requests for resale inspections will be subject to a fee of \$50 each. To request a resale certificate, please contact Tony Martella at 301-924-7355, or by email at [tmartella@comsource.com](mailto:tmartella@comsource.com).

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 for resale certificates/resale inspections (less than 3 business days) will be subject to an additional fee of \$50.00.

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. On many occasions, these deficiencies are not identified until a pre-inspection is conducted. 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 Colby Schlekeway at 301-299-5916 or [colby@liveatavenel.com](mailto:colby@liveatavenel.com).

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@liveatavenel.com](mailto:customerservice@liveatavenel.com)

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