MyStateMLS

Notice to Association

Owner: Please complete Section 1 below.

Date: _____
Association/Condo Name: _____

To: ☐ Association Representative: _____ Phone _____ Fax _____
☐ Management Company: _____ Phone _____ Fax _____

Re: Authorization of Real Estate Agent

This notice confirms that, effective _____, the following real estate licensee is authorized to represent me/us in selling and/or renting the property located at:

_____

(street address and unit number)

Licensee: _____
Brokerage Firm: _____
Address: _____
Phone: _____ Fax: _____ Email: _____

Section 1: I authorize the licensee to:
☐ Obtain copies of all association documents, including master association documents and the Q&A sheet
☐ Receive copies of the current annual budget and most recent year-end financial report
☐ Arrange for painting and/or repairs
☐ Other: _____

Your cooperation with my/our agent is appreciated.

_____/ _____
Owner Date Printed Name

_____/ _____
Owner Date Printed Name

_____

Association Representative/Management Co.: Please complete Section 2 and return to the authorized real estate licensee.

Section 2:
Total number of units _____ Number of units rented (if applicable): _____
Is an application required for purchase? ☐ Yes ☐ No Application Fee $_____
Is a purchaser interview required? ☐ Yes ☐ No Does the association hold right of first refusal? ☐ Yes ☐ No

Are pets allowed? ☐ Yes ☐ No If yes, what type? _____
Maximum number of pets allowed: _____ Any weight limits? ☐ Yes ☐ No If yes, permitted weight: _____
Are tenants allowed to have pets? ☐ Yes ☐ No ☐ Other: _____

Vehicle restrictions? Yes ☐ No ☐
If yes, please specify: _____

Maximum number of vehicles permitted: _____

Parking options: Covered ☐ Garage ☐ Open ☐ Assigned ☐ Deeded ☐ Space # _____
Pickup trucks allowed? Yes ☐ No ☐
Commercial vehicles allowed? Yes ☐ No ☐
Motorcycles allowed? Yes ☐ No ☐

Rental restrictions? Yes ☐ No ☐
If allowed, maximum term: _____
Tenant application fee: $_____
Is a tenant interview required? Yes ☐ No ☐

Age-restricted community?
55+ ☐ Yes ☐ No
62+ ☐ Yes ☐ No

RV/boat storage available? Yes ☐ No ☐
Camper/motor home storage available? Yes ☐ No ☐

Dock available? Yes ☐ No ☐
Deeded? Yes ☐ No ☐
Space available? Yes ☐ No ☐
Accessible to: Tenant ☐ Yes ☐ No ☐ | Purchaser ☐ Yes ☐ No ☐
Cost: $_____

Unit Association fee? Yes ☐ No ☐
If yes, amount: $_____
Payment frequency: Monthly ☐ Quarterly ☐ Annually ☐

Master Association fee? Yes ☐ No ☐
If yes, amount: $_____
Payment frequency: Monthly ☐ Quarterly ☐ Annually ☐

Recreation lease/land lease? Yes ☐ No ☐
If yes, amount: $_____
Payment frequency: Monthly ☐ Quarterly ☐ Annually ☐

Pending assessments? Yes ☐ No ☐
If yes, explain and note payments already made:

Are all assessments current? Yes ☐ No ☐
If no, list outstanding balance: _____

Club or recreation facility privileges:
Available to tenants? Yes ☐ No ☐
Available to owners? Yes ☐ No ☐
Cost: Tenant $_____ | Owner $_____

Please describe recreation facilities: _____

Other information: _____

Completed by: _____ By: _____
Firm/Title

Phone: _____ Printed Name _____

Fax: _____ Email: _____