

Lake Estates Sale of Unit – Owner’s Procedure

- I.** Owner must notify the POA President that unit is being sold within 10 days of listing the unit.
- II.** Owner or Owner’s Real Estate Listing Agent or Owner’s attorney must request “documents” from IMC.
 - a. This can be done at the time of listing or when the owner has a contract to sell the unit
 - b. The Owner’s representatives are responsible for providing a Buyer’s Realtor and / or Attorney with the documents
- III.** Documents will include:
 - a. IMC/Community Archives Master Questionnaire for Lake Estates
 - i. A 16page document that provides detailed information about the Lake Estates project, POA, budget and seller/buyer requirements and financial obligations at time of closing
 1. Sections of this document are updated at the time of each request
 2. Includes a notice that the Buyer must pay 25% of the annual maintenance dues/assessment at closing; Owner’s attorney should insure this is charged on the closing settlement sheet
 - b. Master Deed and all Amendments to the Deed
 - c. Bylaws
 - d. Current Year’s Budget
 - e. Estoppel Certificate
- IV.** Requests for documents should be made directly to:
 - a. **IMC Community Archives Department**
 - i. **Dave Lewellen**
 - ii. **843-785-4775 ext. 207**
- V.** Owner’s account will be charged a processing fee ranging from \$175.00 to \$255.00.