

Harbour Hill Condominium Apartments Association
Notification of Intent to Sell (or lease) Unit

for Unit # _____ Date: _____

The HHCA Amended Declaration of Condominium Section 11 requires owners to notify the board of their intent to sell or lease their unit. Please note that the Amended Declaration of Condominium, Section 10(6) states that signs and other marketing tools are not allowed on any part of the common elements or apartments. The City of St Petersburg allows placement of real estate signs in the easements adjacent to the property only on days when there is an open house.

Name

Signature

Please complete this form and submit to the Unit Transfer Chair.

Owner to act as their own agent in sale or lease

I will be acting as my own agent for the ____ sale or ____ lease of my unit. I understand that if I decide in the future to employ a licensed real estate agent, I will need to resubmit this form with the appropriate information. I further understand that it will be my responsibility to provide access to the building and to my unit for potential buyers. After showing my unit, it will be my responsibility to escort potential buyers to the exit.

I intend to place my unit for sale or lease on _____(date)

Owner has a licensed real estate agent acting as their agent in sale or lease

I authorize the following licensed real estate agent to act as my agent in the ____ sale or ____ lease of my unit:

Name of Licensed Real Estate Agent _____

Firm Affiliation _____

Address of Firm _____

Starting Date for the Listing _____

Length of Time of the Agent's Contract _____

As the listing licensed real estate agent, I understand that the following conditions apply:

1. Entrance to the Harbour Hill building will be via the call box located at the front entrance on the corner of Beach Dr. NE and 7th Avenue NE.
2. My cell phone number with a name identified as "Owner-Agent" will be entered into the call box at the entrance.
3. I will be given a code to dial into the call box and that code will cause my cell phone to ring. (The code will be supplied by the Building Committee Chair after this signed form is submitted.)
4. When the cell phone rings, I will depress the digit "9" on my cell phone and the door will buzz and I can then enter the building.
5. I will have access to the building in this manner for as long as my contract to sell or lease is active or until the unit in question is either sold or leased.
6. Any other licensed real estate agent wishing to show the unit in my absence will be given the same code to dial as I use. This code will again ring on MY cell phone wherever I am at the time and it will be my responsibility to determine whether or not to allow the licensed real estate agent to enter the building by depressing or not depressing the digit "9" on my cell phone.

Signature of licensed real estate agent: _____

Agent's cell phone number: _____

Signature of unit owner: _____

HHCA Approval: _____

Approved Call Box Code: _____

Additional Notes:

Open Houses – Please notify the Unit Transfer Chair 2 days prior to holding an Open House. All individuals attending the Open House must be accompanied by someone representing the owner or Real Estate Agent at all times. This includes access to the lobby and all common areas including the elevator.