



Steps to Sell or Transfer

Property in The Hammocks Upon Signing of a Sales/Transfer Contract

When Contract Signed for Sales/Transfer

Note: This document should be shared with the Seller's Listing Agent, the Buyer and/or the Buyer's Listing Agent and the Buyer's Attorney

Step 1

Complete form *BOD Liaison Contact Form for Sales* to alert appropriate Board Member as soon as a sales contract has been signed.

<https://www.thehha.org/p/BOD-Liaison-Contact-Form-for-Sales>

Step 2

Board Liaison will contact Seller to begin the process by The Hammocks Homeowners Association (HHA) to ensure that all sales and property transfers of homes within The Hammocks follow the same procedures and comply with the appropriate governmental regulations for the community.

Board Liaison will require payment of \$185.00 from Seller, payable to The Hammocks Homeowner's Association by Zelle or a check, for preparation of a Resale Package for Buyer within ten business(10) days of request and receipt of payment of \$185. This will include:

- Signed Resale Certificate with Operating Budget
- Declaration including Bylaws, Rules and Regulations and Amendments

At Closing

Step 3

Dues are \$500 per month. The amount due back to the Seller will be adjusted at the closing and may be included in the settlement of accounts.

Step 4

The one-time initiation fee for a new homeowner is four (4) x dues or \$2,000 payable to The Hammocks Homeowner's Association at closing (see attached form *Complete at Time of Closing*).

HHA needs confirmation from the Seller or Sellers' agent that the prospective Buyers have received the Declaration and all Amendments.

Step 5

The prospective new owners or occupants must provide verification that at least one resident is 55 or older. Acceptable forms of verification include: a driver's license, a passport, a birth certificate, military identification, an immigration card, another form of identification by a state or federal authority or an affidavit or signed statement.

Step Six

Completion of attached form *Complete at Time of Closing*. Return to The Hammocks Homeowners Association.

Additional Procedures for Lease or Rental:

- All lease or rental agreements shall be in writing and comply with requirements of the HHA's Bylaws included in the Declarations.
- At least one occupant must be 55 or older, no one under the age of 18 may reside in the home, no more than four (4) occupants may reside in the home and all leases must be for a term of 180 days or more.

After Closing

- The HHA Webmaster sends out a neighborhood welcome package/email to the new homeowners/buyers informing them about the website, all its advantages and the happenings in the community. They will be added to the resident list and periodic communications once they have registered on the HHA website.
- The HHA Treasurer sends out a financial welcome package to the new homeowners/buyers giving them a short summary of the dues procedures and payment options.
- The HHA Welcome Representatives will reach out to set up a time for a brief visit and a small token of welcome to the community.



Complete at Time of Closing and Return to:

The Hammocks Homeowners' Association, Inc.
55 Osprey Commons
Clinton, CT 06413

Property Address: _____

Seller Name: _____

Please list the Buyers or Resident's information as you would like it to appear on our association website. This information is available only to other Hammocks residents.

Occupant #1

Name: _____

Email: _____

Cell Phone: _____

Date of Birth _____ Form of Verification _____

Occupant #2

Name: _____

Email: _____

Cell Phone: _____

Date of Birth _____ Form of Verification _____

At closing, Buyers are required to make a capital contribution equal to four months of common charges. **Include a check for \$2,000 payable to *The Hammocks Homeowners' Association, Inc.* when this form is returned.**

If the common charge for the month of closing is unpaid at the time of closing, please include an additional check for \$500.