

BILTMORE PARK ASSOCIATION PROPERTY SALE NOTIFICATION

SUBJECT:

Sale of Property at _____
Seller's Name _____
Seller's Address (if different than property address): _____

DATE: _____

The Biltmore Park Association (BPA) Board of Directors has recently learned that your property is for sale. Please provide the following information at your earliest convenience:

Section I (Realtor's Information)

Real Estate Agent's Name and Company: _____
Agent's Address: _____
Agent's Phone Number(s): _____
Agent's Email _____

Section II (Settlement Attorney's Information)

Attorney's Name: _____
Attorney's Address: _____
Attorney's Phone Number(s): _____
Attorney's Email: _____

Section III (Buyer's Information)

Buyer's Name: _____
Buyer's Address (if different from property address): _____

Buyer's Phone Number(s): _____
Buyer's Email: _____

Section IV (Proposed Settlement Date): _____

As the seller, you should provide the buyer with a copy of the Biltmore Park Association documents (Articles of Incorporation, Bylaws, Master Declaration of Covenants, Conditions and Restrictions (CC&R) including all amendments, Design and Development Guidelines, and Design Standards for Decks and Fences), the BPA Handbook, a current budget and balance sheet for the Association. In addition you should provide a report from the Architectural Control Committee (ACC) about the subject property (certifying that all modifications have been approved by the ACC). If you no longer have your Association documents, they are available from the Management Agent or on the BPA website, www.bphomeowners.org.

If you, the seller, have an outstanding BPA account balance, the money must be collected at settlement. Your BPA account will be closed only after the Management Agent has received a deed transfer notification and your BPA member balance has been reconciled.

Please return this form to:

Baldwin Real Estate, Inc, 1796 Hendersonville Road (Suite U), Asheville, NC 28803

If you have any questions concerning this form, please feel free to call 828-277-9898.