

Home Sale/Purchase Procedure

PROPERTY:	
SELLER:	
BUYER:	

PHASE 1: BEFORE LISTING OR THE SALE

✓	Step	Seller	Buyer	GH	Sales C	Std D	Web	QPM	STEP (X) = Optional	FORMS
										From Gatehouse or Web
	1	X		(X)	X		(X)		Seller Application	Submit to Sales Committee via Gatehouse Seller's Application 2019 E.docx
	2	X		(X)		X	(X)		Inspection Application	Submit to Standards Director Standards - Unit For Sale Inspection Form.doc
	3				X				Sale Approval	Sales Committee Approval Signature

PHASE 2: FINDING A BUYER

✓	Step	Seller	Buyer	GH	Sales C	Std D	Web	QPM	STEP (X) = Optional	FORMS
	4	X		X			(X)		All Sales	Submit Seller's Listing Form to Gatehouse Seller's Listing Information.docx
	5c	X		X			(X)		Listing - Camper's H	Monitor Listing on Web with Gatehouse For SALE Listing Change Request.doc
	5r	X		(X)			(X)		Listing - Realtor	Submit Realtor Form to GH/Info to Realtor REAL ESTATE NOTIFICATION LETTER.doc
	5p	X	X						No Listing - Personal	Contact Buyer Personally
	6	X	X						Find Buyer	Provide Buyer Application to Buyer Buyer's Application 2019 E.docx

PHASE 3: APPROVAL OF THE BUYER

✓	Step	Seller	Buyer	GH	Sales C	Std D	Web	QPM	STEP (X) = Optional	FORMS
	7	X	X	(X)			X		Buyer Application	Submit to Sales Committee via Gatehouse Provide Handbook to Buyer via Web
	8		X		X				Background Check	Optional for Sales Committee
	9		X		X				Schedule Interview	Sales Committee through Gatehouse New Owner Questionnaire 1-3
	10		X		X				Interview	Sales Committee (Phone or In Person) Provide/Review New Owner Package
	11		X		X				Buyer Approval	Sales Committee Approval Signatures

PHASE 4: COMPLETING THE SALE

✓	Step	Seller	Buyer	GH	Sales C	Std D	Web	QPM	STEP (X) = Optional	FORMS
	12	X	X					X	Obtain Estopole	Provide to Buyer, Realtor, Bank, etc.
	13	X							Complete the Sale	Closing, payment, etc.
	14		X	X	X			X	Obtain Deed	Copy of deed to Gatehouse
	15		X						Record Deed	Record deed and inform Gatehouse Hernando County
	16		X						Obtain Title	Copy of Title to Gatehouse
	17		X	X	X			X	Record Title	Record Title and inform Gatehouse Hernando County - If applicable
	18	X	X						Transfer Property	Transponder, Mail box keys, Transponder Home keys, warranties, etc.
	19								New Owner Official	Voting unit owner Common area privileges and access

PHASE 5: PROCESSING THE NEW BUYER

✓	Step	Seller	Buyer	GH	Sales C	Std D	Web	QPM	STEP (X) = Optional	FORMS
	20			X					Checklist	New Owner Check List 4-30-19.docx
	21	X		X			X		Remove from Listing	Seller's Listing Information.docx CRITICAL FORMS
	22				X				Update Excel	Camper's Holiday Excel April 2019.xlsx Owner Information Sheet
	23				X				Update Roster	Membership Directory for 2020.pub Voter Certificate
	24				X				Update Call-Em-All	CALL-EM-ALL Update Contacts on-line Notification of Emergency
	25				X				Update Labels	LABELS FOLDER BB&T Authorization
	26				X				Digitize Documents	Office Computer Call Em All
	27				X				File Documents	Office filing cabinet Proof of Liability Insurance