

# How do I... sell my unit?

## Area J Sales Process

Pick up this sales  
packet at the office.



Drop off Completed  
Letter of Intent To Sell  
& Signed Move-Out  
Policy



(Optional)  
Drop off the Internet  
Listing Form & E-Mail  
Pictures to the office



Schedule  
Pre-move out  
Inspection



Receive PMO Letter  
detailing what Area J  
and/or you must do  
(if anything)  
Sign & Return Copy



Find a Buyer  
Fill Out Sales Agreement  
(Schedule with Office)  
Buyer Brings \$1,000  
Escrow Money\*



Final Move Out Inspection  
Will be Done the Morning of the  
Closing Date  
(Unit must be empty by this date)  
You Will Come to Office to Close



Last Step



You will receive your final sales  
check after your  
Final Water Bill &  
Cost of Repairs(if any)  
come In

\*If your buyer needs a loan, Area J can  
provide bank information