

Branford Village Home Owners Association
PO. Box 30 * Coatesville, PA 19320
www.branfordvillage.org * branfordboard@hotmail.com

What to do if you are selling your home.

- 1) The homeowner need to turn over their Branford Village HOA rules and regulations handbook to the buyers. This book has **not** changed from the original. If you have lost or need another book to turn over to the buyers there is a \$100 fee. Charged to the seller.
- 2) After you have a buyer, either the homeowner or the Realtor needs to order a home resale certificate (or 5407). There is a \$100 fee for this document. Charged to the seller.

(The 5407 document is a Home Owners Association document that shows any money due to the association for dues, fines or fees that have not been paid to date. This document also shows the title company how to prorate the dues.)

- 3) The seller needs to turn over the current HOA budget to the buyer. A copy of the current budget is posted on the web site.
- 4) If the buyer or seller has any questions regarding the rules or regulations, it must be done in writing. Send all questions to either the PO Box or to the email address.

To order the 5407 and/or the handbook, please fill out the request form and send it with a check to:

Branford Village HOA
PO Box 30
Coatesville, PA 19320

Fees:

5407 document = \$100

Handbook = \$100

All document requests are processed as soon as we get them but please allow a one week turn around. Please plan ahead, we may not be able to turn the documents around overnight or the same day.

Note: No documents will be given until they are paid for in full.

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Home Resale Request Form (5407)

Property:

Address _____

Lot Number (if known) _____

Sellers Info:

Name(s) _____

Realtor Company _____

Realtor Agent _____

Realtor Phone # _____

Buyers Info:

Name(s) _____

Email Address _____

Realtor Company _____

Realtor Agent _____

Realtor Phone # _____

Title Company _____

Phone # _____

ORDERING:

5407 ___ fee \$100

Handbook ___ fee \$100

Total \$ _____

Send documents to: