



Information for Real Estate Brokers, Agents, Property Managers, and Closing Attorneys

DATE: March 11, 2021 **Contact us for updates and with questions.**
TO: Realtors, Property Managers, and Closing Attorneys
FROM: Mary Rose Giambrone, Property Manager
RE: Buying, Selling, Renting Units at Suncrest Village

To help you better serve your clients who are buying, selling, or renting units at Suncrest Village, we've gathered some important information for you below. This information and useful checklists, HOA documents, and maps also can be accessed from www.suncrestvillage.net/buying-selling-renting. To reach us with questions or for documents referenced below, please call 304-598-5815 during regular office hours (Mon – Fri, 9am- 6pm) or email Mary Rose. If you don't have her email address, please give us a call or use our contact form at www.suncrestvillage.net/contact-us.

Resale Certificates and HOA Transfer Fees

Owners (or their realtors or attorneys), who are selling property at Suncrest Village must contact us at least a week in advance of the real estate closing to request a Resale Certificate. Important financial information is included in the certificate that is beneficial to sellers and buyers. If we are given proper notice, we will prepare the documents to be executed at the closing. First-time homeowners at Suncrest Village are required to pay a Transfer Fee. For details, please see our Community Declarations of the applicable HOA (either [Condominium](#) or [Townhome Association](#)) for your client.

Items that Convey to New Owners

All gate access devices, keys, pool passes, and wristbands convey with the units at Suncrest Village. Current owners are responsible for transferring these items to new owners. Failure to do so will result in the new unit owner having to purchase items that range from \$10-\$75 each. Each unit may have a different quantity of said items. We will be glad to identify the inventoried items with you prior to selling or buying a unit. For our inventory purposes, it is important for us to know if these items are not transferred to new owners. [A checklist is available here](#). Please contact us for a list of items that are specific to the unit of interest.

Registration - New Owners and/or Tenants

New homeowners and/or tenants are required to register at our office (in person) during regular office hours within 24 hours of move-in. However, to better facilitate their relocation, new owners and tenants should contact us in advance of moving in so we may make necessary arrangements for the gates to be opened, condo elevators padded, etc.

Open Houses

If you are hosting an Open House at Suncrest Village, please contact our office to schedule the date and time for our entrance gates to be open and to learn where event signs may be placed. We should hear from you at least two weeks before your event and before you have signs printed. There are limitations on the quantity, types, and placement of signs in our community.

Thanks for all you do to help us make Suncrest Village Morgantown's most desirable residential community!