



1829 SENATE STREET
COLUMBIA, SC 29201

REQUIREMENTS FOR SELLING A UNIT AT THE HERITAGE

It is the seller's responsibility or seller's agent (if applicable) to see that these requirements are met for the approval of a sale.

1. In accordance with the Master Deed for The Heritage, the Board of Directors has the First Right of Refusal on the sale of a unit. Therefore, the Purchase Approval Application (copy attached), must be completed, and submitted along with the fully completed Contract of Sale to the President of the Board. This needs to be delivered to The Heritage Doorman addressed to the President of the Board of Directors at least ten (10) days before their next scheduled meeting that is the 3rd Monday of every month at 5:30 pm in the Card Room at The Heritage.
2. The Contract of Sale must include Earnest Money of at least five (5%) percent of the purchase price. This is a requirement of the Master Deed. A copy of the Earnest money check needs to be included with the Contract of Sale when submitting the Purchase Approval Application.
3. The approval of the Purchase Approval Application is a requirement for the sale to close. The signed application by the Board President or it's dully appointed officer must be delivered to the buyer's closing attorney.
4. ***All buyers must personally meet with the Board of Directors as a requirement of the application process.*** The Board of Directors meets every month on the 3rd Monday at 5:30 pm in the Card Room at The Heritage.

The Purchase Approval Application must be properly completed and signed by all parties and submitted to the Board President at least ten (10) days prior to the next scheduled meeting, otherwise a \$400 Processing Fee will be charged and must be included with the Purchase Approval Application before the process of approving the application will begin.

5. Contracts of Sale failing to meet these minimum requirements, referenced above, will not be processed, and therefore cannot be closed.



APPENDIX SEVEN

PURCHASE APPROVAL APPLICATION

TO:	Board of Directors The Heritage Association Attention: President	
FROM:	_____	
DATE:	_____	
SUBJECT:	Request for Approval for Sale of Unit:	<input type="checkbox"/>

A. SELLER'S COMMITMENT

The undersigned Seller has received a bona-fide offer to sell Unit _____ of The Heritage and being desirous of accepting such offer as indicated by the terms and conditions of the attached contract, it is requested that the proposed sale be approved by the Board of Directors in accordance with Section M of the Master Deed of The Heritage Association. In agreement with Section M-1 (a) of said Master Deed, the following information concerning the Purchaser is furnished:

1. Name of Purchaser(s): (This should coincide exactly with the Deed which may be drawn to consummate the purchase.)

2. Address of Purchaser(s):

Contact Information of Purchaser(s) – Email and phone

3. Business, Occupation or Employment:

4. Purchaser(s) References (Please provide three):

Name	Address	Phone Number/Email

The Seller acknowledges that the Purchaser(s) has been provided a copy of the Heritage Handbook, Master Deed and Exhibits. IT IS THE SELLER'S RESPONSIBILITY TO PROVIDE THE PURCHASER(S) A COPY OF THE HERITAGE HANDBOOK AND MASTER DEED WITH EXHIBITS A-F PRIOR TO SUBMITTING THIS FORM.

B. PURCHASER'S COMMITMENT

1. It is agreed and understood by the undersigned Purchaser(s) that the approval of the sale by the Heritage Board of Directors is subject to the following conditions:
 - a. The Purchaser(s) agrees to be interviewed by The Heritage Board of Directors and to read the Heritage Handbook prior to submitting this form.
 - b. The Purchaser(s) will, upon completion of sale, agree to abide by the rules and regulations of THE HERITAGE ASSOCIATION. Attention is called to the section known as the "no Pets" rule which provides that neither the Owner nor the Owner's guests may bring a dog or any other animal, except a cat, on the premises (building or grounds) of The Heritage.
 - c. Prior to moving, the Purchaser(s) will refer to Section 3.3 pages 21-22 of the Heritage Handbook (Move-In-Out Procedures). Moving is restricted to permitted days between 8:30 a.m. and 6:00 p.m. If the move has not been completed by 6:00 p.m., it must cease and resume on a subsequent permitted day and be subject to an additional \$300 fee.
 - d. The Purchaser(s) will assume liability for any unpaid regime fees at the time of closing.
 - e. The Purchaser(s) will notify the management, in writing, upon closing. (Send copy of Deed to show names of owners).

2. To facilitate the approval process, it is requested that the Purchaser respond to the questions listed below and submit for consideration such personal data (i.e., references, resumes, biographical sketches, etc.) as may be deemed appropriate.

a. Who will occupy the unit and their relationship to each other?

b. Have any of the proposed occupants been convicted of a felony?

() YES () NO If yes, please explain: _____

C. APPROVAL PROCESS

The Seller(s) and Purchaser(s) understand that the Board of Directors, according to the Master Deed, has thirty (30) days from receipt of the Application to respond. **In the event the approval process is requested to be less than thirty (30) days, there is a \$400 processing fee that this is due upon submission of the Application.**

DATE _____

SIGNED _____

Seller

DATE _____

SIGNED _____

Seller

DATE _____

SIGNED _____

Purchaser

DATE _____

SIGNED _____

Purchaser

D. BOARD OF DIRECTORS COMMITMENT:

1. () APPROVAL of the sale subject to the conditions outlined in Section "B." above.
2. () DISAPPROVAL

DATE _____

SIGNED _____

For the Board of Directors

ATTACHMENTS: Copy of Sales Contract, Purchaser Resume, References, etc.

Procedures for Selling and/or Listing at The Heritage

Listed below are some reminders and information for your buyer that will help your move into The Heritage.

- When first writing contract/offer to purchase, you must have The Heritage requirements form and purchase approval form application (get this from doorman at The Heritage if not on the MLS).
- Show the buyer around the building. Terrace room, card room, gallery room, workshop, wine cellar (key from doorman), storage room (code 351), and exercise room.
- Clic card of former owner will be deleted at the end of closing or their ownership, notify if new clic card is needed or if planning to use the former owners clic card and it can be reprogrammed for use (this is for entrance into the garage area). There are also key fobs used-same thing with this, must be programmed for new owner.
- Turn in signed copy of deed-after closing, so the new owner can be entered for that unit. Need to have correct mailing address, phone number, email address, etc. for the new owner.
- Regime fees are due on the 1st of each month-late after the 15th. No notice or bill is sent to owner for this, so please make sure you have your own personal calendar or reminder for this. There is a \$50 late fee assessed if not in before the 15th.
- Be sure to give the doorman a current phone number, so that he/she may reach you if you have any guest coming to the unit and he can announce them.
- Name plates for parking will be ordered by the maintenance at The Heritage- be sure to get a work order issued for this.
- Storage rooms area needs to be cleaned out by owner before closing.
- Code for exercise room and storage needs to be given to the new owner.
- Give buyer list of rules/regulations once they have signed agreement so that they can be familiar with things and procedures of The Heritage.