**MOGUL PARK INC.**

**NOTICE OF INTENT TO SELL UNIT**

I/we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(sellers) have decided to sell unit \_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (street address). I/we have advised our realtor to visit [www.MogulPark.net](http://www.MogulPark.net) to obtain coop information sought by buyers and lenders. I/we will direct buyers to the Mogul Park Guide, By-Laws, and Lease on the coop website (Mogulpark.net) and explain to the potential buyers that they must submit the application form, credit report authorization, background authorization and all associated fees to Maureen Bossio to be considered for approval. I/we understand that the Board will not interview any buyer until it receives a copy of a signed contract of sale and has obtained a credit and background report on the buyer(s). All people in the buyer’s household above the age of 12 who will reside in the unit must attend the Board interview in person at perspective unit for sale.

The unit has been listed for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (asking price) with this real estate agent:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (brokerage)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (fax)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e-mail)

Seller signature(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return to: Maureen Bossio 1644 Mogul Drive, Mohegan Lake, NY 1047 or email [mobossio@mogulpark.net](mailto:mobossio@mogulpark.net)

Unit for Sale Unit #\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seller \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email addresses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buyer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Intent to Sell Letter from Shareholder
* ***Application (make sure it has email addresses for buyer(s)***
* ***Fee for Application($500)***
* ***Signed Credit Check Authorization/Check(s)***
* ***Signed Background Check Authorization/Check(s) Paperwork***
* ***Credit Check Fees $50 married couple and $35 individual***
* ***Background Check Fee $40 ($40 per Adult Individual)***
* ***Signed Contract of Sale***
* ***Signed Loan Commitment***
* Questionnaire from Lender
* Set an Interview Date w/ Board \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Inform Buyer of Date of Interview (everyone living in the unit over the age of 12 must be present at interview)
* Inform Transfer Agent of Approval/Disapproval
* Interview Buyer
* Deposit the Fees Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Send approval /disapproval letter
* Aztech Recognition Form ***(MP Secretary delivers in triplicate to Transfer Agent for closing)***
* Assignment/Assumption For ***(MP Secretary delivers duplicates to Transfer Agent for closing)***
* Michael gives fees outstanding for Mogul Park Inc. ***(MP Treasurer MM gives Transfer Agent for closing)***
* Stock Certificate ***(MP Secretary gives Transfer Agent for closing)***
* Fees owed to MP if any ***(MP Treasurer gives Transfer agent Property/School taxes, pass thru, water or adjustments)***
* If Seller lost Proprietary Lease, President/Secretary signs new lease ***(MP Secretary gives duplicate to Transfer Agent for closing)***
* ***After Closing 2% Flip Tax Received for total sale price to Mogul Park Inc.***
* ***MP receives old Stock Certificate***
* ***MP receives copy of Recognition agreement***
* ***MP receives copy of Assignment Form***
* ***Closing Memo from Transfer Agent with address, ss#, phone #’s, and email address if we do not have.***