

**Summerset at Brentwood II
Procedures for Home Sales
Real Estate Agents, Realtors & Brokers, By-Owner**

Owners, agents, Realtors, and/or Brokers will be extended every courtesy, but must follow these procedures at the time of home sale or rental. (See CC&Rs and Operating Rules for more information.)

OWNER SALE/RENTAL INFORMATION form

The "Owner Sale/Rental Information" form must be completed, signed by the Owner, and returned to the office at the time the home is placed on the market.

GATE ENTRY

1. All gate entries for Open House visits must be through the Summerset Drive gate.
2. Entry hours are 8 AM to 7 PM.
3. If provided by the Realtor or Owner, the gate attendant will hand out an Open House flyer. A map to the property will be provided by the Association.

SIGNAGE

1. Only one (1) real estate sign may be displayed in the front yard of a Residence that is for sale, lease/rent, or exchange.
2. The sign shall be placed no closer to the curb than one-half the distance between the curb and residence including garage (3-4 ft. from sidewalk or curb)
3. The sign may not exceed twenty-four inches (24") by thirty-six inches (36") in size
4. May be mounted on one (1) or two (2) posts.
5. No public signs shall be displayed which invite the public with access into Summerset II.
6. One "Open House" A-frame sign shall be permitted if placed off the street in front of the Owners' residence.
7. No individual Realtor Open House signs may be displayed anywhere else in the community.
8. The Owner or Owners' agent must remove the sign from view by 6:00 PM.

ADVERTISING

Under no circumstances shall a personal phone number that could open a gate be on flyers, signs, or any other advertising media.

PARKING

Visitors may park on the street only during the viewing of an Open House and do so at their own risk.

CLOSING

Governing documents (CC&Rs, Bylaws, and Rules) are delivered to new owner during escrow period.

Notify the office/AD of the closing date, so the Association is aware of possible move in date. The office will prepare a New Resident folder and provide a New Resident Handbook.

I/we have read and agree to follow Summerset II's "Procedures for Home Sales."

Agent's signature _____

Date _____

Summerset at Brentwood II

OWNER SALE/RENTAL INFORMATION FORM

Complete the following and return to the office. Please print.

Property Address _____

For Sale--Listed with Agent For Rent by Owner/Agent For Sale by Owner

Owner's Name _____

Owner's Phone _____

Owner's email _____

Tenant's Name(s) (if applicable) _____

Tenant's Phone _____

Complete the information below or attach the listing agent's card.

Date Listed _____

Real Estate Company _____
Company Phone _____
Agent Name _____
Agent Phone _____
Agent email _____

I/we have received and read a copy of "Procedures for Home Sales" and have given a copy to my/our real estate agent (if using.)

I/we agree to notify the Office Administrator (email office@summerset2.org or call 925-513-7913) when my/our residence sells/rents or if I/we cancel this listing.

Owner Signature _____ Date _____

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Real estate agent/broker: Please ask the current owners to leave the following information and items for the new owners. Thank you.

- privacy gate transmitters (clickers)
- mailbox key with mailbox street location and mailbox number
- Clubhouse door fob
- Gate keys (pedestrian and pool)
- It is recommended that locks be changed after transfer of property or after move-in is completed.
- Governing documents (CC&Rs, Bylaws, and Rules) are delivered to the new owner during escrow period.