



SUMMERSET AT BRENTWOOD II ASSOCIATION
ESTATE SALE
APPLICATION and VENDOR REQUIREMENTS

One Estate Sale will be allowed during the total time a person, or persons, own the residence. Estate sale liquidators, family, or friends ("vendors") holding a sale must follow these requirements. Sales must be pre-approved by the Board of Directors ("Board") at least one week prior to the date of the sale. Any vendors who do not follow these requirements will not be permitted to hold sales. **The Board reserves the right to terminate a sale and refuse entry to vendors or buyers who do not follow these requirements.**

Any advertising must state that Summerset II is a private, gated community, no early entry. Signage/flyers may not be displayed/posted except as posted by the Office Administrator with one exception: vendors may display one sign in the front yard of the residence.

Sales may be held for a **maximum of two consecutive days** between the hours of **9 AM and 4 PM**. The vendor must be present during the entire time of the sale. The garage door may be open during the sale times, but items may not be left outside overnight. Items sold online must be picked up during the hours of the physical sale.

Buyers will not be allowed into Summerset II unless an approved application is on file at the gate. After approval, the Office Administrator will provide a copy of this signed form to the resident, applicant and gate.

Date(s) of Sale _____ Time(s) of Sale _____ to _____
Resident Name _____
Resident Phone _____
Address of Sale _____
Applicant _____
Relationship to Resident _____
Phone _____ Email _____
Address _____
Name of Estate Sale Company _____
Name of On-Site Vendor _____
Cell number of On-Site Vendor _____

I have read and agree to abide by the Summerset II Estate Sale Requirements.

Applicant/Resident Signature _____ Date _____
Vendor Signature _____ Date _____

OFFICE USE ONLY

Approved ____ Denied ____ Reason for Denial: _____

Office Signature _____ Date _____

Original: Office Copy to: Gate ____ Resident ____ Applicant ____ CIMS ____

Estate Sale Application – Office Administrator Verification Checklist

Resident Name _____

Address of Sale _____

I. Administrative Completeness

- ☐ Application is the current Board-approved version
- ☐ Resident name and full Summerset II address provided
- ☐ Dates of sale listed (maximum of two consecutive days)
 - Request for date change requires a new application
- ☐ Times of sale listed (must be between 9:00 AM – 4:00 PM)
- ☐ Applicant name and relationship to resident provided
- ☐ Applicant phone number and email provided
- ☐ Estate sale company listed, or marked “Family-run/None”
- ☐ On-site vendor name and cell number provided (if applicable)
- ☐ Applicant/Resident signature and date are present

II. Rule Compliance Verification

- ☐ Verify that no other estate sale has been held for the current homeowner(s)
- ☐ Sale dates and times do not materially conflict with another approved estate sale or community event
- ☐ No known compliance violations by applicant or vendor

III. Internal Processing

- ☐ Application reviewed for accuracy and completeness
- ☐ Dates added to community calendar. Due to timing, the event may not appear in the community calendar posted in the monthly newsletter
- ☐ Constant Contact sent to homeowners at least one week prior
- ☐ Gate notified and provided a copy at least one week prior
- ☐ Vendor added to temporary access list (if applicable)
- ☐ Approved copy provided to resident/applicant
- ☐ Application filed in HOA records

IV. Final Authorization

- ☐ All criteria above have been met **and**
- ☐ No exceptions requested **or**
- ☐ Exceptions referred to Board

Office Administrator Signature: _____ Date: _____