

The Process of Selling a Home in Beaverdam Run

1. Decision to sell:
 - a. **Seller** locates a listing Agent, if desired.
 - b. **Seller** notifies Corporate Secretary the home is on the market along with the Listing Agent's contact info.
 - c. **Corporate Secretary** notifies Marketing of listing and agent's contact info.
 - d. **Marketing assigns a Seller's Liaison** to assist the Seller. The Liaison notifies the Welcoming Committee and Corporate Secretary of the Liaison's name.
 - e. Beaverdam Run's **Homes for Sale** webpage is updated with your real estate listing information (this is in addition to the official listing).
 - f. **Seller's Liaison** explains the Website's contents, available flyers, etc. and how the Liaison may be able to assist the Seller, if needed.
 - g. **Seller's Liaison** contacts the Listing Agent to explain the **Sales Information Website's** contents, available flyers, photos, etc. and how the Liaison can assist the Seller and Listing Agent.
2. Planning for an "open house" or private showing:
 - a. **Seller/Agent** reviews **Rules & Regulations**:
 - i. Section 17: Selling a Unit
 - ii. Section 19: Signage and Decorations
 - iii. Section 28: Public Access to the Community
 - b. Beaverdam Run's **Flyers should be available** for potential buyers (in color, if possible)
 - i. **Services and Amenities Covered by the Monthly Assessment**
 - ii. **Information Available for Buyers** (what's available on the website)
These flyers are available on the **Seller Info** page of BeaverdamRun.org
 - c. If possible, **have the Liaison or an Ambassador available** to answer community questions and show common buildings like the Clubhouse and Log Cabin, if needed.
3. Is the prospective **Buyer** interested?
 - a. Remind potential **Buyers** of the **Sales Information Website**, which has additional details about our community **and** Asheville (the website's address is found on all community flyers and maps)
 - b. If the potential **Buyer** has questions or wants to speak with a resident, have them request an **Ambassador** via the **Sales Information Website**.
4. **You've found a serious Buyer** and **accepted** their purchase agreement:
 - a. **Buyer schedules a Home Inspection**, which will create a **Home Inspection Report**.
 - b. Send **Home Inspection Report** to the **Architectural Standards Committee** using the email or postal address found on the **Buyer Info** section of the website.
 - c. **Seller** reviews the **Smart Home Issues** article and the **Smart Home Checklist with the Buyers** so they understand which devices, if any, will remain and they can transfer the devices to their ownership.

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- d. The **Architectural Standards Committee** reviews the **Inspection Report** and responds with a document itemizing the issues that will be addressed by Beaverdam Run - all other issues are the responsibility of the Seller. (Note that some of these issues may be corrected **after** the closing.)
- e. **Seller** provides the **Corporate Secretary** with the purchaser's name, contact information and the proposed closing date **at least 10 days prior to the closing date**.
- f. Once the **Corporate Secretary** knows the closing date, the **Seller's Liaison** is notified of that date.
- g. **Liaison/Seller** ensures everything on the **Seller's Checklist** can be located. **If an item is missing, the Seller should provide a replacement**. The **Corporate Secretary** can supply items such as the Clubhouse/Log Cabin key, if necessary.
- h. When **Seller's** moving date has been finalized, notify the **Gates Committee** to open the **service gate** on the day the moving van arrives.
- i. **Seller records** current **combination** for garage door (if present) **and** provides **a manual** so the Buyer can change the combination.
- j. As mentioned in the Seller's Checklist Letter, **Seller** gathers all keys, remote openers, combinations, codes, appliance manuals, and anything else that will assist the Buyer, and places those items on the kitchen counter.
- k. Once the **BRCA's Sales/Closing Verifier** determines the closing has been recorded, the **Treasurer** removes the **Seller's** ACH transaction from the billing database and adds the **Buyer's** account information.
- l. After the Welcoming visit, the **Seller's Liaison** conducts a **New Resident Interview** about the buying experience.