

WINDMILL VILLAGE AT PUNTA GORDA, INC.

INFORMATION FOR THE SELLER

- Please notify the office when you have a buyer for your property so that we can send them an application packet.
- **Return your share and bond certificates to the office at least 5 days prior to the sale.** If, you have lost your share and/or bond certificates, please let us know as soon as possible. We will send you the necessary forms to complete and return to us.
- Please notify us when you receive the payment for your property so that we can process the paperwork as quickly as possible. Shares and bond cannot be issued to the buyer until we know you have been paid and we have received share money from the buyer.
- Please resolve all property taxes with the buyer so that when taxes are due and payable there will be no confusion.
- Please inform your buyer of Windmill Village age restrictions and other applicable rules before finalizing your sale.
- **Please make sure you fill out an ACH Stop Payment form so you do not get charged for additional maintenance fees after you sell your home. ACH Stop Payment forms are available at our office.**