



To:	Representing Seller (s)	E-mail:
To:	Representing Purchaser(s)	E-mail:
Re:	Center Moriches, NY	11934
		Date:

Seller

VINEYARDS AT MORICHES CONDOMINIUM “PROCEDURE TO SELL” 55 & OLDER COMMUNITY - THIRTY (30) DAY NOTICE IS REQUIRED

A letter of representation from the seller(s) Attorney is required to be forwarded to Touchstone Property Management, LLC. Attorney letters must include all pertinent contact information.

Please note: Vineyards@Moriches is a gated community, “For Sale” signs and “Open Houses” are strictly prohibited. Showings are by appointment only & the listing agent must accompany the prospective purchaser(s) at all times.

In order to obtain a common charge release, the following information must be forwarded to Touchstone Property Management, LLC, prior to scheduling a closing date:

- ☐ **A fee of \$150.00 must be received for a Common Charge Release Letter. Payable to Touchstone Property Management, LLC.**
- ☐ **A processing fee of \$350.00 must be received, payable to Touchstone Property Management, LLC.**
- ☐ **The first page of the Contract of Sale [must include the sale price of the home and names of both parties] and last page with signatures.**
- ☐ **Tentative Closing Date _____**
- ☐ **Entrance Gate Clickers/Key Fobs/Cards, Remote Garage Door openers, Clubhouse Keys, any documentation relating to Approved Modifications, Mailbox keys must be given to the Purchaser at the time of closing.**
- ☐ **Letter from Seller’s Attorney indicating that their client has a copy of the community Prospectus/Offering Plan, the community House Rules and Common Charge Statement that will be given to the purchaser(s) at closing.**
- ☐ **All common charges, fines, fees, etc. must be paid current including the month of the closing. The payment must have cleared the bank or be in Certified funds.**



To:	Representing Seller (s)	E-mail:
To:	Representing Purchaser(s)	E-mail:
Re:	Center Moriches, NY 11934	Date:

Buyer

VINEYARDS AT MORICHES CONDOMINIUM

“Procedure To Purchase”

55 & OLDER COMMUNITY- 30 DAY NOTICE IS REQUIRED

- ❑ **Touchstone Property Management, LLC** must be in receipt of a copy of the Contract of Sale.
Checks are to be made payable to: Touchstone Property Management, LLC
Mail: P.O. Box 450, Ridge NY 11961
FedEx / Overnight: 16 Sawgrass Drive, Suite 1, Bellport NY 11713

The following information must be received:

- ❑ Letter or representation from the Purchaser(s) Attorney.
- ❑ Letter from the Purchaser(s) Attorney indicating that their client has or will be provided with a copy of the community Offering Plan, the community House Rules, Gate Clickers/Fobs, Clubhouse key fobs, Remote Garage Opener. Common Charge Statement at closing.
- ❑ **Copy of the Purchaser(s) Driver’s License required.**
- ❑ **An Affidavit signed by Purchaser(s) – stating that either one or both are 55 years & older no one under the age of 19 will be residing within the home.**

- ❑ **A nonrefundable processing fee of \$350.00 must be received, payable to Touchstone Property Management, LLC.**

- ❑ Prior to closing the purchaser must remit a **\$1,150.00** Capital contribution made payable to:
“Vineyards@Moriches HOA” and Mailed to P.O. Box 450, Ridge, NY 11961
or FedEx Overnight to: 16 Sawgrass Drive, Suite 1, Bellport, NY”

Mortgage Loan Transactions Only:

A fee of \$ **375.00** (for the questionnaire to be returned within 3 business days) or **\$250.00** (returned within 30 days) must be forwarded along with the certification questionnaire. Please note that these fees are per each questionnaire.