

Real Estate Transfer Process

Mission:

To identify Inputs, Process steps, and Outputs that are to be taken by the CSE HOA administration during the transition of property between owners of property within the HOA.

Summary of process: Provide awareness and a paper trail of the HOA's involvement in the transfer of property

Input(s):

1. Initiation of this process is triggered by receipt of Demand Notice from Escrow company. See Arizona Revised Statute 33-1805 for HOA's responsibilities.

Process details:

1. Reply to escrow company the Demand Notice has been received
2. Update the online Real Estate Transfer Report with information regarding the sale in progress
3. Request the ARC Inspect and Prepare Certificate
4. Forward answered Demand Notice, CSE HOA ARC Inspection Certificate, and filled out CSE HOA Information Exchange document to escrow company
5. When CSE HOA receives documents identifying that escrow has closed, immediately email President's Greeting to new owner
6. When CSE HOA receives documents identifying that escrow has closed, prepare an HOA Handbook for new owner
7. Provide completed Handbook to Neighborhood Watch
8. Update the online Real Estate Transfer Report with information regarding the sale completion when the Handbook is passed to Neighborhood Watch
9. Upon receipt of the signed documents from Handbook from the new owner, combine same with escrow company documents (Step 4 above), scan them to a PDF file, and place the file in the HOA electronic digital repository.

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Output(s):

- 1. Prepared Handbook**
- 2. Current Updated online Real Estate Transfer Report**
- 3. Stored PDF file relevant to completed property transfer**