

## Longbranch HOA, Inc.

P. O. Box 885  
Rockwall, TX 75087  
[www.longbranchhoa.org](http://www.longbranchhoa.org)

### **Guidelines for Homeowners Selling Their Property**

**Basic Purpose.** Your Longbranch HOA Board wants the sale of your property to go as smoothly as possible. We want to make you aware of potential Restrictive Covenant issues before the sales process requires an official inspection and completion of a Resale Certificate by the HOA. This pre-listing review can provide additional time to have violations or other matters addressed early so the sales process closing can go as smooth as possible. This pre-listing review is not a required step, the Board is offering this as a courtesy.

**Resale Certificate.** A Resale Certificate is a State of Texas Real Estate Commission required document requested by the title company during the time of a property sale that is associated with an HOA. This official form is completed by the HOA and is included within the closing package the title company assembles. The form conveys relevant financial, Restrictive Covenants and identified violations, membership dues and assessments, lawsuit, outstanding liabilities and related information that a potential buyer of a property needs to know from the HOA as part of their buying decisions. Since a pending property sale closing triggers the title company to obtain a completed Resale Certificate from the HOA, there is a narrow timeframe between acquiring a completed Resale Certification and the sales process closing. This narrow timeframe offers the homeowner little time to address any matters they feel are important prior to the scheduled closing, such as violations to the Restrictive Covenants, unpaid dues, or other matters which can cause challenges to the transaction closing.

**How to Request a Pre-Listing Property Review.** Contact the HOA Board and request a review of your property. This review is an external review of the property to review compliance to the Restrictive Covenants. We suggest doing this prior to listing the property for sale. Board members can be contacted through the Longbranch HOA website ([www.longbranchHOA.org](http://www.longbranchHOA.org)) using a "Contact Form". Indicate your intent to sell and request for a 'pre-listing review for Restrictive Covenant Compliance'.

Our Longbranch community is well kept and owners are aware of restrictions and requirements, which are also posted on the website. History shows most properties will get an 'all clear' as of the date of the inspection.

Depending on the length of time between the property sale closing and the original 'pre-list' inspection, a follow-up might not be necessary other than confirming that any violations noted during that 'pre-list' inspection were, in fact, corrected.

Should you have any questions about the process, please contact a board member.

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