PROCEDURES FOR RESALE OR TRANSFER OF TITLE BY INHERITANCE FOR COOPERATIVES

RESALES

A member may sell his or her Mutual membership (stock certificate) directly or employ a qualified real estate agent. Employing an agent does not relieve the Seller of his or her responsibility to follow the Resale Procedures.

Seller's Responsibilities

1. Submit *Notice of Intent to Sell* form to the Rossmoor Resident Services Manager, 2 Rossmoor Drive, Monroe Township, New Jersey 08831

2. As soon as the Seller and Buyer have fully executed a contract, the following forms must be submitted to the Rossmoor Resident Services Manager, 2 Rossmoor Drive, Monroe Township, New Jersey 08831:

   (a.) *Cooperative Offer and Acceptance Form*

   (b.) *Notification of Sale Form*

   (c.) $800 Escrow Fee payable to Becker & Poliakoff, LLP, the Escrow Agent

3. The Realtor, if applicable, and the Seller are responsible to forward the initial $1,000 deposit clearly indicating the Mutual and Unit numbers to the Escrow Agent, Becker & Poliakoff ("Becker"), 1776 on the Green, 67 Park Place, Suite 800, Morristown, New Jersey 07960; second deposit (if applicable), and balance of the purchase price to be held by Becker in escrow. The second deposit (if applicable) should be sent within five (5) days of the Buyer's interview with the Cooperative board. The balance of the purchase price must be received by Becker at least five (5) days prior to the scheduled closing date.

4. Inform Buyer of notifications required by law (e.g. Disclosure of Information Lead-Base Paint and Lead-Base Paint Hazards)

5. Leave the manor, attic and related carport space and storage area free of personal property of any value, trash, or debris belonging to the Seller/Owner, family, estate or any other interested party other than items that have been conveyed as part of the sale (draperies, carpet, etc.)

6. Contact Monroe Township Fire District #3, 609-409-2980, for inspection and submit Smoke Certification to the Rossmoor Resident Services Manager

7. Pay the following fees at closing:

   (a.) $200 Inspection Fee
   (b.) $500 Maintenance Inspection Deposit
   (c.) Any outstanding Carrying Charges, Late Fees, Fines, Legal Fees, Maintenance Work Orders or any other monies due to RCAI or the Mutual

Failure to submit the fee, forms and documents will delay the closing process

On behalf of the Seller, RCAI will forward a copy of these procedures, a blank copy of the Proprietary Lease and Maintenance Responsibility Chart; Mutual and RCAI Bylaws; Mutual and RCAI Rules and Regulations and necessary forms to the Buyer. ("Buyers Packet")

Buyer's Responsibilities

1. Makes all deposits, balance of the purchase and Lien Search Fee payable to the Escrow Agent, Becker & Poliakoff

2. Mail or hand deliver the following forms and payments to the Rossmoor Resident Services Manager, 2 Rossmoor Drive, Monroe Township, New Jersey 08831:

   (a.) $120 Lien Search Fee – payable to Becker & Poliakoff

   (b.) *Financial Statement Form* and written documentation of annual income of at least three times the current annual charges for that particular Unit

   (c.) *Buyer Acknowledgement Form*

   (d.) *Personal Data Report* and documentation supporting age

   (e.) *Acknowledgement of Age Restriction,* if applicable

   (f.) *Additional Person,* if applicable

3. Attend mandatory interview and receive the Board of Directors written approval for the right to purchase a share of stock

Failure to submit the fee, forms and supporting documents will delay the mandatory interview and the closing process

4. Inspect the manor, attic and related carport space and storage prior to closing and inform the Mutual, in writing, of any outstanding repairs. Repairs that are the Mutual's responsibility will be completed as soon as possible. Repairs or personal property remaining the manor or carport area are the Seller's responsibility to repair or remove and must be agreed upon in writing at or prior to closing. Neither the Seller nor the Mutual will pay for any additional repairs or the cost for removal of items discovered after closing that would have been the Seller's responsibility.

5. Pays the following fees at closing:

   (a.) $1,200 Mutual Membership Fee

   (b.) $1,500 RCAI Membership Fee

   (c.) $ 250 Transfer Fee

RULES GOVERNING RESALE INSPECTIONS AND REPAIR OBLIGATIONS

The Rossmoor Maintenance Department conducts the mandatory inspection of the manor the manor upon receipt of the *Notification of Sale Form* for the following:

1. Structural changes and safety requirements

2. All appliances must be in working order

3. The heating and air conditioning units will be serviced by the Maintenance Department prior to closing at the Seller's expense

4. Patio roofs and/or enclosures are not Mutual property and are NOT inspected and any repairs are the responsibility of either the Buyer or Seller as they may jointly agree

5. The Maintenance Department will promptly notify the Seller of work required and the estimated cost. Seller has the option of performing the work or agreeing, in writing, to the completion of the work by the Maintenance Department. Seller will pay for all work required which is not covered by the Mutual

6. Neither the Mutual Directors nor the Maintenance Department will be responsible for errors or omissions in the inspection and they offer no guarantee to the Buyer (Occupant). As noted above, if Buyer (or his agent) does not inspect the manor prior to closing then buyer accepts the manor in its present condition at closing.

TRANSFER OF TITLE BY INHERITANCE

Proof of legal authority to act is required and the following documents must be submitted to the Rossmoor Resident Services Manager, 2 Rossmoor Drive, Monroe Township, New Jersey 08831, within 90 days from the date of the Death Certificate:

1. Last Will and Testament of decedent or Next of Kin document in the case of interstate succession

2. Surrogate's Certificate issued by the Middlesex County Surrogate of the equivalent form from another state, as the case may be

3. New Jersey Tax Waiver – if required under NJ Inheritance Bureau of Regulations

4. Verification by the Executor/Administrator, signed and dated (form available in the RCAI Administration Office)

An heir or Executor/Administrator may sell the Mutual membership (stock certificate) directly or employ a qualified real estate agent in accordance with the Resale Procedures.

An heir who desires to occupy the manor must apply in writing and follow the Resale Procedures.