

**ESTATE SALES POLICY**

**REVISION: 1/24/00**

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Estate sales shall be permitted at 1666 Coffman, provided that the person designated as seller signs a written agreement, which incorporates the procedures listed below. This agreement shall be made at least 14 days in advance of the sale using a form available in the Office, approved by the Building and Grounds Chairperson (or his/her designee), and reported to the Board for information.

**PROCEDURES:**

1. The seller conducting the estate sale shall make arrangements through the Coffman office to avoid conflicts with 1666 Coffman activities.
2. No merchandise shall be brought in.
3. No sale shall be advertised by address or by the 1666 Coffman name. It may only be advertised by the seller's name and phone number.
  - A. The seller shall decide whether 1666 Coffman residents may telephone for appointments or whether they are free to come at will. The Coffman office will advise residents in each case.
  - B. No signs advertising an estate sale shall be permitted outside of the 1666 Coffman building or on the grounds.
4. The seller conducting the sale must supply at least three workers to serve as escorts to and from the unit as well as a receptionist and sales persons.
  - A. The seller shall supply the Coffman office with a list of personnel authorized to enter the unit prior to, during, and after the sale.
  - B. The receptionist shall register prospective buyers, provide them with a badge indicating the purpose of their visit, and assign an escort who will accompany them to the sale.
  - C. Escorts shall take visitors to the unit where the sale is taking place and return them to the receptionist, who will retrieve the badge. The maximum number of persons permitted in the unit at one time will be 12. No one will be permitted to enter or return to the front door unescorted.
  - D. Sales personnel will remain in the unit where the sale is taking place.
5. Notices relating to an estate sale shall be posted only in the appropriate locations on the central bulletin board. Please contact the Site Manager for assistance.
6. The seller shall provide equipment and personnel to move furniture and other large objects out of the building, monitor exit doors, and arrange with the Coffman Office to have the elevator padded.
7. The seller is liable for any damages to the building incurred during the estate sale.
8. The Coffman Office shall be notified regarding arrangements the seller has made to move all unsold items out of the building.
9. Members of the 1666 Coffman Condominium Association Board of Directors, or their designees, shall take turns attending and monitoring the sale.