

THINKING OF PUTTING YOUR UNIT ON THE MARKET?

IT'S NEVER TOO EARLY TO BE PREPARED

- Consolidate all real estate and improvement documents pertaining to your 1666 Coffman unit.
- If you've drawn up a trust and your intent was to include the unit in the trust now is the time to make sure it is correctly titled to the trust.
- Routinely file all of **Board Regulations** and other Coffman documents in your official, loose-leaf notebook as they are revised and distributed to you.
- Begin to downsize. Start with hall, garage and workshop storage areas.
- Familiarize yourself and comply with all of the 1666 Coffman waste disposal and recycling rules found in **Board Regulation No. 1**. Refer to the donation, recycling and waste disposal resources at the end of this checklist for common items that cannot be disposed of at 1666.
- If you are thinking of selling household items be sure you are familiar with **Estate Sales Policy, Board Regulation No. 14**.

SIX MONTHS BEFORE

- Make working copies of **Board Regulations Nos. 1, 10, 12, and 18**, which have a bearing on selling and moving. If you have any questions contact the Chair of the Promotions Committee and/or Site Manager and get them answered.
- Unless you have a private buyer lined up, marketing the unit yourself can be a lot of work. This document assumes you will use a realtor, preferably one familiar with 1666 Coffman as well as other 55+ condominium communities.
- Develop a list of realtors; have them visit 1666 and give them tours of the entire property. Make sure they know that a buyer(s) must meet eligibility requirements outlined in **Board Regulation No. 12**.
- Get no-obligation market analyses of your property, including comparable sales data, from at least two realtors.
- Pricing your unit correctly is one way to sell it quickly and lessen the possibility that you will have to request a "**Hardship Waiver**" down the line.

THREE MONTHS BEFORE

- Make sure your unit and storage areas are clutter-free, clean and in good repair.
- Review and comply with all of the 1666 Coffman waste disposal and recycling rules found in **Board Regulation No. 1**. Refer to the donation, recycling and waste disposal resources at the end of this checklist for common items that cannot be disposed up at 1666.
- Make sure your Coffman loose-leaf notebook is up-to-date. Compare it with the Site Manager's copy and obtain necessary updates. If you want the Site Manager to do it the cost is \$50.

- Know the location of all of your building keys, unit keys, common area keys and storage locker keys. Ask to see if your keys correspond to the latest key records kept by the office. Resolve any discrepancies.

FINAL WEEKS AND DAYS BEFORE

- **Select a realtor**, establish a selling price and sign a realty listing agreement. Discuss and approve the marketing plan including promotional materials.
- Give the listing price & information to Chair of the Promotions Committee as soon as you sign a realty listing agreement. (Eve Brown, Chair 451-3197 updated 4/22/15)
- Introduce your realtor to the Site Manager (Donna Scott 651-644-4541 updated 4/22/15)who will review the procedures for showing the unit with your realtor as well as the location of the Lock Box.
- Make sure that the realtor sends a “for sale” flier to the University Real Estate Office. This will be distributed to University Deans, Directors and Department Heads for posting. (612-625-9042 Tracy Beseman updated 4/22/15)

WEEKS DURING THE MARKETING PROCESS

- Upon signing a purchase agreement give the realtor your copy of the loose-leaf notebook. At the same time s/he must obtain a copy of a “**Common Interest Community Resale Disclosure Certificate**” from 1666’s Site Manager. You will be billed a fee of \$200 for this document.
- Notify the Site Manager of the scheduled **closing date**.
- Give the Site Manager three (3) days advance notice of your move. Complete a “**Move-Out**” form and pay the \$200 security deposit.
- Review and comply with all of the 1666 Coffman waste disposal and recycling rules found in **Board Regulation No. 1**. Refer to the donation, recycling and waste disposal resources at the end of this checklist for common items that cannot be disposed up at 1666.
- Remove all possessions and thoroughly clean your unit and all storage areas.

CLOSING DAY

- **Keys:** At the time of the sale, but not before, turn over the 2 building, 2 mailbox, 2 storage locker, 2 R keys, and 2 Unit keys, and the garage door opener(s) to the new owner(s). After closing new owner(s) are to bring the keys to the **Site Manager to register the keys**.
- **Legal transfer:** Prospective buyer(s) are not permitted to occupy the Unit, or begin any structural or decorating changes to the Unit until the **legal transfer of the title is completed**.

DONATION, RECYCLING AND WASTE DISPOSAL RESOURCES

Your **first, one-stop resource** for finding ways to reuse, recycle and dispose of household items should be Ramsey County's excellent online guide - ***Resident Guide for A-Z Recycling and Disposal***. Find this helpful resource at **RamseyA-Z.com**.

For the categories of personal possessions listed below, the Chair of one of the 1666 Coffman committees may also be able to give you some advice.

ARTWORK – Residents wishing to donate artwork to 1666 should consult with the Chair of 1666 Coffman's Architectural Integrity Committee (AIC) as early as possible. The 1666 Coffman Board Regulation No. 20 authorizes the AIC to make final decisions on what will hang on walls throughout the building. The AIC cannot accept all artwork donations and limits its acquisitions to quality, original works including paintings, etchings, photographs, signed/numbered prints and textiles. It does **not** accept any three-dimensional work. Residents wishing to sell artwork and other possessions should study Board Regulation #14, *Estate Sales Policy*.

BOOKS – More than one (1) bag of donated books should **never** be left in the 1666 Coffman Library without consulting with the Chair of the Library Committee beforehand. The Library Committee welcomes donations of current, popular and/or critically acclaimed books aimed at a well educated but general audience. They must not be worn, musty or have yellowed pages.

Listed below are the most conveniently located organizations that accept book donations:

- Goodwill/Easter Seals, 553 Fairview Av., N., Roseville, MN 55104
- Friends of the Ramsey County Public Library, 2180 Hamline Av., N., Roseville, MN 55113
- St. Anthony Park Public Library, 2245 Como Av., St. Paul, MN 55108
- St. Paul AAUW for annual book sale benefiting college scholarships. Call the College Club at 651 227 4477 for donation information.

ELECTRONICS – For Coffman residents with used electronic gear to dispose of, the Technology & Education Committee is a self-help group on computer applications and software. Working equipment can be listed for sale on-line [<http://minneapolis.craigslist.org/>](http://minneapolis.craigslist.org/) or posted on the office bulletin board. Alternatively, trade-ins can be brought to the Best Buy store in Roseville for barter [<http://stores.bestbuy.com/7/trade-in/>](http://stores.bestbuy.com/7/trade-in/) or can be donated to Goodwill [<www.goodwilltcmn.org>](http://www.goodwilltcmn.org).

Best Buy stores can also recycle a variety of electronic equipment even if you have not purchased from them. Check www.bestbuy.com/ecycle for program details.

EXERCISE EQUIPMENT – Do **not** leave personal exercise equipment in the Exercise Room without prior consultation with the Chair of the Exercise Committee. Acceptance of donations

will depend on the need for that particular mode of exercise, its possible duplication of current equipment, space availability, quality of construction and projected maintenance costs.

- Cycles for Change refurbishes bicycles and make them available to needy kids, located at 712 University Ave. E., St. Paul.

FURNITURE – The AIC is unlikely to be able to accept donations of furniture. However, residents wishing to donate pieces of furniture to 1666 should consult with the Chair of 1666 Coffman’s Architectural Integrity Committee (AIC) as early as possible. The 1666 Coffman Board Regulation No. 20 authorizes the AIC to make final decisions regarding furnishings and artwork used in 1666’s common areas.

Residents wishing to sell furniture and other possessions should study Board Regulation #14, Estate Sales Policy.

GARDEN EQUIPMENT AND SUPPLIES – Do not leave personal garden equipment either in the garden or in the Garden Storage Room without prior consultation with the Chair of 1666’s Garden Committee. Depending on condition and need the Garden Committee may be able to accept tools such as trowels, short-handled cultivators, pocket pruners, and sprayer nozzles. Watering cans, tomato supports, trellises, border fencing and gallon-size clay pots may also be accepted.

HOME HEALTH CARE EQUIPMENT – if you **borrowed** equipment from the 1666 Home Health Care Equipment collection return it to the second floor storage room, using your common area “R” key and sign the book. If you have equipment to **donate**, check with the Coffman Office first to see if it is needed.

TOOLS – For Coffman residents with excess **tools** to dispose of, the Basement Woodshop is not a drop-off point for hand-me-downs. But Woodshop Committee members can be a resource for residents with hand-tools to recycle. Simply put, tools can be listed for sale on-line <<http://minneapolis.craigslist.org/>> or posted on the office bulletin board. Alternatively, tools can be donated to Goodwill <www.goodwilltcmn.org> or to Habitat for Humanity <www.habitat.org/>.

Revision 10/13/2014