



## **Property Sale Turnover Assistance**

### **Selling your Lot/Property at LMCE:**

1. Your property can be listed on the community website. Please contact [board@lmceca.com](mailto:board@lmceca.com) for more information.
2. Please contact [administration@lmceca.com](mailto:administration@lmceca.com) once your sale is confirmed and/or conditions are waived so the board can ensure the offboarding and onboarding processes can be completed by the possession date including the cancelation of fee payments and changing of contact information. The sooner we are aware of the sale the better.
3. Please leave your fobs in your unit or with your realtor to ensure they are passed to the property buyers on the possession date. Your PIN code will be reset for the new owners.
4. If you are moving to a new lot in LMCE the administration staff will assist with both the offboarding from your current property and onboarding to the new. Please let our admin know if you will be retaining your storage spot.
5. The community association will bill the association fees to the owner who is in possession of a property at the beginning of a billing month. If the possession takes place within the month, lawyers will need to make the required adjustments to the fees in the closing documents.

### **Buying a Property at LMCE:**

1. If you have purchased a property at LMCE, please have your realtor, lawyer or yourself contact [administration@lmceca.com](mailto:administration@lmceca.com) regarding possession dates, HOA fees, gate and clubhouse access, and purchaser information.
2. The LMCE administration staff will provide all the required information/forms for onboarding including:
  - a. EFT/Direct Debit forms for your HOA fees and other payment options
  - b. The required forms for providing contact information
  - c. Our Bylaw and Community Rules documents
  - d. Information on other amenities such as compound storage, golf cart registration, campsite booking, website access and gate/clubhouse access