BERKSHIRE LAKES MASTER ASSOCIATION

Sales Procedure Requirements

The following steps are required when a property within Berkshire Lakes is being sold:

1. **Purchase Application**
   The buyer must purchase an application for **$145.00** on our website: berkshirelakes.org. Once completed, the application should be emailed to **berkshirelakesmaster@gmail.com**.

2. **Submit Executed Contract**
   A fully executed contract must also be emailed to **berkshirelakesmaster@gmail.com**. *Please include only the first two pages and the final signature page.*

3. **Clubhouse FOB Return**
   If the seller has a **FOB for the clubhouse**, it must be returned to the staff at the BLMA clubhouse office for deactivation.

4. **Request Estoppel**
   An **estoppel** must be requested on our website: berkshirelakes.org, through **Henry Johnson's office**.

   - Email: **estoppel@henryjohnsonlaw.com**

   Once completed, the estoppel should be emailed to **berkshirelakesmaster@gmail.com**.

5. **Inspection and Certificate of Approval (COA) – (This only applies to Single Family Homes)**
   After the exterior of the home is inspected for any violations, our HOA Board President will send a **Certificate of Approval (COA)** letter to the title company prior to closing.

6. **Post-Closing Requirement**
   After closing, a **copy of the deed** must be sent to berkshirelakesmaster@gmail.com.

Susan Moccio
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