



LEISURE LIFE
REAL ESTATE
BY SEVEN GABLES

Items Needed to Begin the Sale Process

- ☐ **Original Stock & Membership Certificate** ([Samples](#) here)
 - These confirm your ownership and will be required for escrow and transfer. We can get started with copies of the front and back of each.
- ☐ **Keys to Unit and Storage**
 - One key will be placed in the lockbox for agent access, and the other will be taken to the Physical Properties Division for the Pre-Listing Inspection.
- ☐ **Government-Issued ID(s)**
 - Current driver's license, passport, or other photo ID for all owners on title.
- ☐ **Trust or Estate Documents (if applicable)**
 - If the property is held in a trust or if an owner is deceased, please provide copies of the trust documents, death certificate(s), and trustee appointment papers.
- ☐ **Recent HOA / Mutual Billing Statement**
 - This verifies current dues and mutual information.
- ☐ **Contact Information for All Owners / Trustees**
 - Phone, email, and mailing addresses to ensure smooth communication.

Mark Hughes

[Leisure Life Real Estate](#)

818-480-2864



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