



## What to do if you are selling your home.

After you have a buyer, either the homeowner or the Realtor needs to order a home resale certificate (or 5407). There is a \$200 fee for this document. The HOA will take 10-14 days to process the form. The new buyers also needs the form within 2 weeks of settlement. If you are requesting this document within the 24 days required to process the form prior to settlement, a surcharge of \$100 needs to be added to the fee. All documents and HOA Handbook are available on our website Hard copies are not supplied. The fee is charged to the seller. The 5407 forms do have an expiration date on it. If the sale of the house does not occur prior to the expiration date, a new form, along with payment will be required.

(The 5407 document is a Homeowners Association document that shows any money due to the association for dues, fines or fees that have not been paid to date. This document also shows the title company how to prorate the dues.) Any compliance issues found will also have to be corrected prior to settlement.

Branford Village will also be requiring a \$500 New Homeowner Initiation/Capital Contribution Fee charged to the buyer and will be indicated on the 5407 documents.

The fee will be due after settlement. If the buyer or seller has any questions regarding the rules or regulations, it must be done in writing. Send all questions to either the Branford Village PO Box or to [Branfordboard@gmail.com](mailto:Branfordboard@gmail.com)

To order the 5407 forms, please fill out the request form and send it with a check for \$200 to:

**Branford Village HOA**

**PO Box 30**

**Coatesville, Pa 19320**

**All document requests are processed as soon as we get them but please allow a 10 to 14 day turn around. Please note, mail is sent to a PO Box and is not collected daily. Please plan, we may not be able to turn the documents around overnight or the same day.**

**Note: No documents will be given until the form is paid in full.**



**Home Resale Request Form (5407)**

Property:

Address \_\_\_\_\_ Lot Number (if known) \_\_\_\_\_

Settlement Date (if known) \_\_\_\_\_ Sale Amount \_\_\_\_\_

**Sellers Info:**

Name(s) \_\_\_\_\_

Email Address \_\_\_\_\_

Realtor Company \_\_\_\_\_

Realtor Agent \_\_\_\_\_

Realtor Email Address \_\_\_\_\_

Realtor Phone # \_\_\_\_\_

**Buyers Info:**

Name(s) \_\_\_\_\_

Email Address \_\_\_\_\_

Phone # \_\_\_\_\_

Realtor Company \_\_\_\_\_

Realtor Agent \_\_\_\_\_

Realtor Email Address \_\_\_\_\_

Realtor Phone # \_\_\_\_\_

Title Company \_\_\_\_\_

Phone # \_\_\_\_\_



**Buyer's Contact Information is required**

Dear New Homeowner:

The Branford Village Homeowners Association (HOA) Board would like to ensure all records are up to date.

Please either mail the following contact information to the HOA Board at BVHOA, PO Box 30, Coatesville, Pa 19320, or by email at [Branfordboard@gmail.com](mailto:Branfordboard@gmail.com)

Lot Number / Street Address: \_\_\_\_\_

Homeowner's Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate

e-Mail Address: \_\_\_\_\_

Alternate e-Mail Address: \_\_\_\_\_

All communications are sent out via email only.

Please circle your answer on the following questions.

Can we email your annual assessment invoices and statements? YES / NO

Please let us know how you would like to vote for any amendment change or other vote that may be done by petition? PETITIONS ALLOWED / BALLOT ONLY

Do you have any interest in assisting the Board? YES / NO If yes, please let us know how you would like to help. \_\_\_\_\_

\_\_\_\_\_

Would you like to see the neighborhood have more social/community activities? YES / NO If yes, please let us know how you would like to help.

\_\_\_\_\_

\_\_\_\_\_

If you have any comments or suggestions for the board to help improve the community, please let us know.

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**Branford Village Homeowners Association**

**PO Box 30**

**Coatesville, Pa 19320**

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Sincerely,

The Executive Board of The Branford Village Homeowners Association, Inc.