

Selling a Unit That is in the Rental Pool

When units in the rental pool are up for sale it can sometimes become confusing as to who needs what information. As the seller, who has the contract with Panorama it is important that you keep us informed of your intentions and progress so that we can assist you, the new owner and the guests with a smooth sale of the unit. Outlined are the steps for selling a unit that is in the rental pool.

- 1) **Choose a real estate agent**
- 2) **Inform Panorama that you are selling**
 - a. Complete and fax your **"Intent to Sell Form"**
 - b. Complete and fax your **"Release of Information Form"**, if you want panorama to give information to your realtor.
- 3) **Showing your unit to potential buyers**
 - a. Panorama will do everything possible to have your unit ready for viewing when your real estate agent has a showing.
 - b. Real Estate agents will have access to a unit regardless of the housekeeping status providing the unit is not occupied. **HOWEVER** after 2:00pm, if there is a scheduled arrival into that unit it cannot be viewed.
 - c. Guaranteed viewing times are only possible if the owner makes an owner booking.
- 4) **Get keys for your realtor**
 - a. Real Estate agents **MUST** call Central Check-in prior to their arrival to check on availability of the units they wish to show.
 - b. Substitute units will **NOT** be given for viewing if the unit for sale is unavailable.
 - c. Keys to the units will be issued to the realtors by the front desk. Hard keys will require a security deposit (a credit card, license, car keys left at the front desk).
- 5) **Share information with potential buyers**
 - a. With the signed "Release of Information Form" Panorama Homeowner Experience department will give information pertaining to your unit.
 - b. Remind realtors of your responsibilities pertaining to selling your unit as outlined in your rental contract.
 - c. Give your realtor your owner locker keys to be passed to the new owner and remove your ski locker lock.
- 6) **Accepting an offer.**
 - a. Complete and Fax **"Accepted Offer Form"** to Homeowner Experience.
 - b. Think about a convenient closing date (1st of a month) – rental income is paid to the owner whose name is on Panorama's records as of the first day of the month.
 - c. Have either your Realtor or Lawyer contact Homeowner Experience upon closing to advise us of the change of title.

FAX: 250-341-3029



INTENT TO SELL FORM

Please be aware that I, _____, owners of unit number _____ of the _____ complex have decided to sell my unit.

My unit will remain in the rental pool while it is listed with my realtor, _____.

I understand that my unit may not be available for viewing do to the occupancy of guests.

I have read and understand my responsibilities pertaining to selling my unit as outlined in my Rental Contact.

Signed: _____

Dated: _____

.....
Internal Use

Received On _____ by _____



Release of Information Request

Owner Information:

Name:

Telephone Number:

Email Address:

Mailing Address:

Unit Number:

Real Estate Agent / Lawyer / Accountant Information:

Name:

Title / Company:

Telephone Number:

I _____ hereby give permission to Panorama Mountain Village to provide information to the above indicated person as requested from _____ 20__ until _____ 20__.

Signature:

Date:



ACCEPTED OFFER FORM

Please be aware that I _____, owner of unit number _____ of the _____ complex have sold my unit. The closing date is _____. My realtor / lawyer will contact you by fax or e-mail to confirm closing.

Please **discontinue** to rent this unit, as the new owner will be leaving the rental pool.

Please **continue** to rent this unit, as the new owner will be remaining in the rental pool.

New Owner: _____

Address: _____

Telephone: _____

E-mail: _____

Current Owners

Signature: _____

Date: _____

New Owner

Signature: _____

Date: _____

INTERNAL USE:

Received on _____ by _____

Remaining reservations: _____

Leaves Pool on _____