



Willoway Condominium Association

801 West Long Lake, Bloomfield, MI 48302—www.willowaycondo.com

Realtor Information for Listing Agent

Dear Realtor,

On behalf of the Willoway Condominium Association (WCA) Board of Directors, we would like to share some important information with you to assist you and your client in selling a Unit in the Willoway Community. Please share this information with other realtors, especially anyone representing a potential buyer. For a copy of our current Bylaws and Rules & Regulations, please visit our website (willowaycondo.com) or contact AMI Management (ami@amicondos.com or 586-739-6001). As the listing agent for a Unit in the Willoway Community, here are a few things to keep in mind:

- ◆ **Lock box** for showings should only be placed on the back porch (parking lot side) of the building on the eyebolt to the right of the doorbell panel. Any lock box placed on the door or porch railing will be removed by the Association. Please remove the lock box within 7 days of closing.
- ◆ No **"For Sale" or "For Rent" signs** are allowed anywhere on the property or in the windows of the Unit.
- ◆ Please provide any potential buyer with **copies of the By-laws and Rules & Regulations** prior to accepting an offer. Again, these can be obtained on our website (willowaycondo.com) or through AMI Management (ami@amicondos.com).
- ◆ Please make sure any potential buyer knows the **Unit CANNOT be leased** at this time. Willoway has a leasing cap and is currently at the maximum number of leased Units.
- ◆ **NO smoking** is allowed in any Unit, basement storage unit or any inside Common Area, the pool enclosure or the gazebo or within 10 feet of any structure.
- ◆ Please provide the **buyer's name, address and phone number** to AMI Management upon closing or before. This will facilitate a smooth transition and ensure they receive HOA information in a timely manner even if the deed transfer notification is delayed.
- ◆ A copy of the Association's insurance policy can be obtained by contacting the Crawford Insurance Group at 989-687-4548. Other documents are available through condocerts.com.
- ◆ The WCA community is managed by **Jim Dafoe, Community Manager with Association Management, Inc. (AMI)**. You can reach him at jdafoe@amicondos.com or **586-739-6001**. Please feel free to contact AMI Management and/or Jim Dafoe if you have any questions or need documents for closing (Please allow at least 5 business days to receive documents/information needed for closing).

As you know, Willoway and the surrounding Bloomfield Township community is a gem! You can't beat the location, the schools, the library and the public services we enjoy. We wish you and your client success in selling the Unit and look forward to meeting the new Co-owner.

Sincerely,

The WCA Board of Directors and Jim Dafoe, AMI Community Manager

Revised 4/2023