

Plaza at Grandview

Guidelines for Owner Selling Unit

1. Intent to Sell
 - a. Notify in writing your intent to sell your unit to: Building Superintendent-Bryan Bennett, Grandviewpgh111@outlook.com, 412-431-0551 (office), 724-816-6099 (cell).
 - b. Include the name of the realtor/company (if applicable) you plan to work use.
2. Showing of the Unit
 - a. Done by appointment only. No open house.
 - b. Owner and/or realtor must advise the security office staff of the scheduled appointment (412-431-0551). The security staff will be able to adjust their routine rounds to accommodate the realtor and potential buyer. Realtor and potential buyer may park in guest garage if space is available.
 - c. Realtor will sign the log-in book and meet the potential buyer in the lobby. **Realtors are not to be provided keys to the building.**
 - d. Realtor and potential buyer will be escorted to the unit by security staff.
 - e. Key to the unit will be stored in a **lock box on the door handle of the unit.**
 - f. Realtor will sign out at the end of the appointment as the potential buyer leaves the building.
 - g. Signage for the sale of the unit is not permitted anywhere on the premises.
 - h. Considerations for buyer:
 - i. Plaza at Grandview is a secure building with limited access.
 - ii. Plaza at Grandview Rules and Regulations (Bylaws) should be read.
 - iii. Rules on pets in the Plaza at Grandview Rules and Regulations (Bylaws).
 - iv. Maximum height of automobile/vehicles for entrance into resident garages is 73 inches.
3. In Contract/Agreement
 - a. Notify in writing Building Superintendent Bryan Bennett, Grandviewpgh111@outlook.com:
 1. Anticipated closing date. Rj Community Management will prepare the necessary documents relative to the Association. Information can be found on Rj Community Management website www.rjcmgt.com. Rj Community Management will contact the Plaza Building Superintendent Bryan Bennett when the appropriate documents and procedures for the sale are completed.
 2. When the closing is completed.
 3. Move out date of owner.
 4. Move in date of buyer.
 5. No estate/garage/yard sale (or any event allowing the general public to enter the building) is permitted.
 6. Considerations for both the seller and buyer:

- a. Follow Move in/Move out Policy. Second floor entrance (off of Shiloh Street) is to be used to move in/out.
- b. The \$100.00 nonrefundable security fee and \$250.00 refundable damage deposit is required at the time of scheduling the move in/move out date.
- c. Contact Plaza Building Superintendent Bryan Bennett (412-431-0551) to coordinate the move in/out of unit.
- d. Elevators and common areas will be restored to pre move in/out condition.
- e. Building and unit keys and garage door openers will be given to the buyer by the owner at the closing.
- f. Buyer will complete the Plaza at Grandview Directory form prior to move in and send to Plaza Building Superintendent Bryan Bennett. This information will be added to the Plaza at Grandview Directory and distributed to the owners.
- g. Welcome letter will be given to new owner outlining specific procedures in the building. i.e. delivery of mail, guest parking, etc.

Updated 5/8/2023