



# REQUEST FOR CERTIFICATE OF COMPLIANCE & STATEMENT OF ASSESSMENT FOR HOME SALE

**SUBMIT FORM TO: 3128 Amesbury Drive, Baldwinsville, New York 13027  
(accounting@radissoncommunity.org or fax to 315-635-7182)**

The Radisson Community Association, Inc. (RCA) requires that a Certificate of Compliance (C of C) inspection be made and a C of C be issued prior to any sale, transfer of title, or refinancing of an existing home in Radisson. Upon receipt of the following information, the seller (or representative of) will be contacted to schedule an inspection, after which a C of C and a Statement of Assessment will be prepared and **sent to all the email addresses included on this form**. The process takes 7-10 business days. **Please note that the C of C is valid for 90 days.**

**Please submit information as requested. Incomplete forms take additional time to process.  
(\* indicates required information)**

**PROPERTY ADDRESS:** \_\_\_\_\_ **DATE OF REQUEST:** \_\_\_\_\_

<p><b><u>SELLER'S INFORMATION</u></b></p> <p>NAME*: _____</p> <p>FORWARDING ADDRESS*: _____</p> <p>EMAIL*: _____</p> <p>PHONE*: _____</p> <p><b>SELLER'S ATTORNEY*:</b></p> <p>_____</p> <p>FIRM NAME: _____</p> <p>ADDRESS*: _____</p> <p>EMAIL*: _____</p> <p>PHONE*: _____</p>	<p><b><u>BUYER'S INFORMATION</u></b></p> <p>NAME(s)*: _____</p> <p>CURRENT ADDRESS*: _____</p> <p>EMAIL*: _____</p> <p>PHONE: _____</p> <p><b>BUYER'S ATTORNEY*:</b></p> <p>_____</p> <p>FIRM NAME: _____</p> <p>ADDRESS*: _____</p> <p>EMAIL*: _____</p> <p>PHONE*: _____</p>
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**CONTACT NAME FOR INSPECTION\*:** \_\_\_\_\_

**PHONE\*:** \_\_\_\_\_

**ANTICIPATED CLOSING DATE:** \_\_\_\_\_

**Administrative Fee Due: \$70**

**Payment Enclosed - (Cash or check payable to RCA)**

Chk#: \_\_\_\_\_ Cash#: \_\_\_\_\_

**Bill to homeowner account^**  
^This request can NOT be processed without authorized signature  
**X**

**(Signature of Homeowner or Legal Representative)**

RCA OFFICE USE ONLY	
___ LTW	(Date Received)
___ TWC	
<b>HOA Account #:</b> _____	
<b>Log #: CC-</b> _____	
<b>Notes:</b>	

## PROPERTY ACCOUNT PROCESSING NOTICE

Buyer Representatives: Please provide your client a copy of this notice.

Please contact our office, via email or phone, upon property closing to confirm closing date, purchase price and buyer information. It is important that either of the attorneys or the buyer provide this information, so that we can begin processing the new homeowner account in a timely manner. Any property records past the “anticipated” closing date will prompt a phone call to the attorneys to obtain this information.

The buyer should receive the completed Property Resale Closing Form at time of closing, and then submit it with payment (to Radisson Community Association) to the RCA at the address below.

Once the new account is processed, we will have a Welcome Package with informational items and a gift for the new owner. We also announce our new residents with an official welcome notice in our newsletter. If, for any reason, the buyer does not want their name and address published, please notify our office ASAP.

Your cooperation in this matter is appreciated. Thank you!



3128 Amesbury Drive  
Baldwinsville, NY 13027  
[www.radissoncommunity.org](http://www.radissoncommunity.org)

[info@radissoncommunity.org](mailto:info@radissoncommunity.org)

p. 315-635-7171 f. 315-635-7182  
Monday - Friday, 8am-5pm



## PROPERTY RESALE CLOSING FORM

***This document is to be completed at time of closing by the seller and buyer, and/or their attorneys, and given to RCA office to serve as confirmation of closing.***

\_\_\_\_\_  
*Date received by RCA*

### Purchase Information

This information is required to create an HOA account for the new owner. Please print clearly.

\_\_\_\_\_, being the owner(s) of the real property at  
*Seller(s)*

\_\_\_\_\_, which is located within the Radisson Community  
*property address*

Association and its boundaries, have sold and transferred ownership of the aforementioned property to

\_\_\_\_\_, which closed on  
*Purchaser(s)*

\_\_\_\_\_, 20\_\_\_\_, for the purchase price of \$\_\_\_\_\_  
*closing date*

### Assessment Fee Payment or Exemption Application

As per the Radisson Declaration, effective October 1, 2005 the Amenities Equalization Assessment is chargeable to the purchaser of residential property and is calculated at a rate of .25% of purchase price. Current Radisson residents may be exempt if certain criteria are met.

#### New Radisson Residents / Not AEA Exempt

The Amenities Equalization Assessment on the aforementioned property is \$\_\_\_\_\_. Purchaser should make check payable to **Radisson Community Association, noting 'Amenities Equalization Assessment' (AEA) in the memo** and remit with this form. This payment cannot be combined with any other payments (i.e. Administrative fees, quarterly dues).

#### Current Radisson Residents - AEA Exempt

Radisson residents meeting the following criteria are exempt from this payment: Purchaser must have a primary address (private or rental) in the Radisson Community **for a period of no less than 2 (two) years** immediately preceding the purchase of the aforementioned property. Said property must be Purchaser's sole Radisson property, any other Radisson properties must be under purchase contract within 90 days.

I/we have resided at \_\_\_\_\_ since \_\_\_\_\_.  
*Qualifying Radisson address* *purchase or move-in date*

### Offering Plan

It is the Seller's responsibility to provide the Purchaser with the most recent copy of the Offering Plan.

Yes, the Purchaser has been given the Seller's copy of the Offering Plan, revised as of December 1, 1997

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
Attorney for Seller

\_\_\_\_\_  
Attorney for Purchaser



## CERTIFICATE OF COMPLIANCE NOTICE

The Radisson Community Association, Inc. (RCA) requires that prior to the resale or refinancing of an existing home in Radisson that a Certificate of Compliance (C of C) inspection be made. The purpose of the C of C is to provide all parties reasonable assurance that the property is free from any architectural standards violations of the Radisson Declaration of Protective Covenants, Conditions and Restrictions (Radisson Declaration).

For property resales, effective January 1, 1999, the measurement of the finished area of the house must be confirmed. All requests for a Certificate of Compliance inspection must be submitted at least 10 days prior to closing to allow adequate time to complete the process.

An inspection and processing fee is charged by the RCA to the requesting party (seller or seller's attorney). Please ensure that this fee is explained to the buyer and seller, as well as the purpose of the inspection.

As of April 1, 2015 the fees are as follows: \*Seventy (\$70.00) dollars - Certificate of Compliance (C of C). \*Fifty (\$50.00) dollars - Planned Unit Development (PUD) form. PUD forms are not required by the RCA and are only necessary if requested by a bank or other lender. Fees must be prepaid before completion of inspection.

A Certificate of Compliance Request Form may be obtained at [www.radissoncommunity.org](http://www.radissoncommunity.org) or by contacting the RCA Office.

## AMENITIES EQUALIZATION ASSESSMENT NOTICE

As of October 1, 2005, the Radisson Community Association will levy an **Amenities Equalization Assessment (AEA)** to the Purchaser of a Radisson Community, residential property. The purpose of the AEA shall be to expand and/or improve common areas and common amenities.

**The AEA is calculated at .25% of the purchase price of the residential property.** This will apply to new homes as well as existing homes and is payable at the time of closing. Payment is to be made out to the *Radisson Community Association*, noting *AEA Fund* in the memo, and be sent directly to our community office at 3128 Amesbury Drive, Baldwinsville, NY 13027.

**Exemption from the fee is granted if either of the following applies:** a Purchaser who has been the Owner of another Residential Lot which has served as said Purchaser's principal residence for two consecutive years immediately preceding the purchase of the subject Residential Lot, provided said Purchaser sells the other Residential Lot within 90 days; or a Purchaser who has been a full time resident of an apartment within Radisson during the entirety of the two consecutive years immediately preceding the purchase of the subject Residential Lot.

Please feel free to contact the RCA Office at 315-635-7171 if you have any questions regarding the AEA.