



# Homes for Sale and Lease

DATE: \_\_\_\_\_ ☐ NEW LISTING ☐ RENEWAL ☐ CHANGES ☐ LEASE

NAME OF HOMEOWNER: \_\_\_\_\_ LOT# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ PRICE: \_\_\_\_\_

SQUARE FEET: \_\_\_\_\_ # OF BEDROOMS: \_\_\_\_\_ BATHS: \_\_\_\_\_ OTHER: \_\_\_\_\_

FEATURES: \_\_\_\_\_

LISTING AGENT: Name: \_\_\_\_\_

Brokerage \_\_\_\_\_

Phone Number(s) \_\_\_\_\_  
(business and/or mobile phone)

OPEN HOUSE DATE(S): \_\_\_\_\_ TIME(S): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Your signature indicates that you have read and agree to abide by the following guidelines.

- **90 Day listing - \$100** includes both list and website. There are no additional charges.  
90-day renewal - \$75. Fees must be collected in advance.
- New listings or changes, including notice of any additional planned Open House, must be received in writing by 12:00 pm on Thursday of each week.
- Listings are limited to no more than a three (3) line description.
- Listings remain as submitted until you provide changes via email to Catherine@stonegate-scottsdale.com. Pending sales must be noted, but you may leave the home on the list while it is under contract.
- Listings are automatically removed when the property closes.
- Stonegate will provide signage. Directional signage, as needed, and an Open House sign, can be picked up at the Main Gate on the morning of the open house. Signs must be returned to the Main Access Gate by 5:30 pm. One Realtor sign may be used, but it must be placed on the property and not on common area or walkways.
- **Please see the separate Real Estate Signage information sheet.**
- If you list a property for sale, you are required to disclose in the MLS and the SPDS that, per the CC&Rs, the new buyer is obligated to pay the following at closing: (a) The pre-payment of two months' HOA dues; (b) A Property Transfer Fee in accordance with Section 6.10 of the CC&Rs, which is calculated at 0.005 x the total contract sales price of the home. (Example - \$500,000 sales price = \$2,500.00.) The Seller pays the Administration/Disclosure Fee of \$240.00.
- Homes offered for lease must comply with Article 3.31 of the CC&Rs, which states, in part: (a) Leases must be for a minimum of 120 days; (b) No home may be leased more than three times during any 12 month period; (c) Within seven days of executing a lease, the owner shall provide a copy of the lease to the Community Association, and shall require their tenant to immediately register with the Community Association.

90-day listing expires: \_\_\_\_\_ Amount: \_\_\_\_\_ Ck#: \_\_\_\_\_ Rec'd By: \_\_\_\_\_