

# *Moreland Courts Condominium Association, Inc.*

## **ESTATE SALE POLICY AND PROCEDURE**

This policy and procedure is derived from the MCCA Rules Book, under “General Policies” page 10.

Estate Sales may be conducted on condition that the Management Office is notified ten (10) business days in advance and an Estate Sale Agreement has been signed. The following conditions also apply:

- Estate sales may be conducted during limited time periods as determined by the General Manager.
- Estate Sales will not be scheduled for Sundays.
- Advertising must not identify Moreland Courts or the building address in any manner; sales may be through appointment only.
- Only those individuals who have an appointment will be admitted.
- A MCCA Security Officer must be located at the front door of the building with a list of those individuals with an appointment.
- Arrangements for a MCCA Security Officer must be made in advance through the Management Office and will be charged at the hourly rate in effect at that time. There is a two (2) hour minimum for the Security Officer.
- Arrangements must be made by the sponsor of the estate sale for all prospective buyers with appointments to be escorted between the front door of the building and the Unit where the estate sale is held.
- Copies of the current Estate Sale Agreement may be obtained from the Management Office or the MCCA website.