

# Springfield Park Place

## Realtor Instructions and Information

If you are a Real Estate Agent, please request that the homeowner create a temporary password by emailing [parkplace@amcest.com](mailto:parkplace@amcest.com). The password can then be provided to anyone who plans to show the home.

When a Realtor or Open House Guest arrives they go to the visitors gate, **press 000**, wait for a response from the operator, then give the unit number and password. The gate will open.

**For Open Houses, please follow the below protocol:**

- ❖ Open House signs are permitted only on the day of the “Open House” and can only be placed on the property of the unit for sale and on the street leading to the unit.
- ❖ “For Sale” signs may be displayed only on the interior of the unit’s window.
- ❖ It is the brokers or homeowner’s responsibility to escort the client into the development should they not have the password.

Realtors and/or attorneys can access all of the documents they will need for closing by going to [firstserviceresidential.com](http://firstserviceresidential.com). You will need to set up an account. After that is done, click on “Request Documents” and it will bring you to a menu of all the documents and their cost. Do not call the Property Manager for these documents.

**Monies due to the Park Place Association at/before closing are:**

**Escrow Deposits:** Each member of the Association must contribute upon closing the equivalent of two months maintenance fees as an escrow deposit. Escrow deposits are refundable or transferrable upon sale of the unit.

**Working Capital Contribution:** Upon the acquisition of title to a unit, each member of the Association must contribute a one-time, non-refundable working capital contribution of \$1,350.

**Maintenance:** We collect two months of maintenance to be applied to the new homeowners account.

**Resale Document Fees:** Varies. Dependent on documents ordered and “rush orders”.

\*All payments must be in separate checks, payable to Springfield Park Place.

All new owners/tenants must meet with the property manager to get a Upass for their cars to access the community and to fill out all necessary paperwork needed. Upass tags are \$10 each payable by check, made out to Springfield Park Place. Upass tags are only given to occupants of the unit. Visitors must use the guest side of the entrance gate.