

NAGOG WOODS COMMUNITY CORPORATION

**VILLAGE OF NAGOG WOODS
ACTON, MASSACHUSETTS 01718
OFFICE: (978) 263-4887 FAX: (978) 263-8063**

Closing Documents Checklist

(Please check off each bubble once you have completed each step)

To be completed by unit owner or realtor

Once you decide to put your unit on the market:

- Read closing documents email and attachment carefully.
- Please call the Nagog Woods Office to set up an appointment to complete the Architectural Compliance Inspection with Jim Shope.
- Mail \$100 documentation fee to 100 Nonset Path, Acton, MA 01718. We accept check only and all checks should be made out to NWCC.

Please send the following to potential buyers and your realtor:

- Architectural Compliance Certificate (you will receive this via email from Nagog Woods Office)
- Certificate of Acknowledgement (you will receive this via email from Nagog Woods Office)
- Packet explaining Certificate of Acknowledgement
- Send By-laws, master deed, other governing documents, etc to all appropriate parties. These are all available on SenEarthCo.
- 5 Payment Methods (Please make sure you are providing the updated copy). This is available on SenEarthCo.
- Emergency Notification Form
- Nagog Woods Rules/Regulations (Please initial the Certificate Of Acknowledgement Form)
- Nagog Woods Handbook (Please initial the Certificate Of Acknowledgement Form)
- Welcome letter if your Association has one (This will be sent via email)
- Remind buyer that only two vehicles are allowed and that only parking lots are assigned, not spaces. Please communicate that units with a driveway and garage are to use these only to park their vehicles. Residents with driveways/garages also have stickers they need to be affixed to the rear windshield.
- If you wish, you can send the link to the new Village of Nagog Woods website:
www.villageofnagogwoods.com.

Appointments:

- Make an appointment with Acton Water District to have the water reading done close to closing date as possible.
- Make an appointment with the Nagog Woods Office about picking up a clean 6(d) certificate. This must be done ahead of time.

Before picking up the 6(d) Certificate, please return the following to the Nagog Woods Office via email:

- Signed Architectural Compliance Certificate by buyer and seller.
- Signed Certificate of Acknowledgement by buyer and seller.
- Copy of water reading so that final sewer payment can be calculated and paid.
- **Make an appointment with Nagog Woods office to pick up the 6(d) certificate. We need advance notice.**

What to bring when picking up 6(d) Certificate:

- A blank check to make final sewer payment, pay off account balance, and any fines. All accounts must be paid at the time the 6(d) Certificate is picked up. Only accounts with no outstanding balance and paid the final sewer will be provided a clean 6(d) Certificate. We do not accept cash or credit card.
- Name of buyer and their contact information provided to Nagog Woods Office.

Reminders for closing:

- **Please remind the buyer to return the Emergency Notification Form to the Nagog Woods office after the closing and not before. Sometimes closing dates change and we need to have the accurate information so we can put them into our system. They will also be issued new parking stickers. They need to return this form as soon as possible so they do not receive a \$25.00 per incident/per vehicle fine. All vehicles must have the appropriately assigned stickers affixed to the rear windshield in the upper left hand corner (driver side).**
- Link to the Village of Nagog Woods website: www.villageofnagogwoods.com.
- Access to SenEarthCo will be available once we receive the Emergency Notification Form.