



Checklist When Selling Your Lake Forest Home

For the Homeowner and their Real Estate Agent

Decided to move? We're sorry you are planning to offer your home for sale, and hope you stay in the neighborhood. Your Lake Forest Community Association (LFCA) Board has created this checklist to make the sales process a little easier for you and your Realtor.

1. **Homeowner:** Print the following documents found on the Lake Forest website under Real Estate Documents:

- [For Sale Sign Request Form](#) (Please submit ASAP with your deposit)
- [Real Estate Sign Procedures](#)

2. **Real estate agent:** Print the following documents found on the LF website under Real Estate Documents:

- [For Sale Sign Request Form](#) (Please submit ASAP with homeowner's deposit)
- [Real Estate Sign Procedures](#)
- [Order Form for LF Magnetic Sign Strips](#) (Submit ASAP & allow 1 week)

3. **Fees:**

- Be aware of the fees associated with buying and selling a home in Lake Forest. The fees listed below and are paid by the buyer or seller at closing, as negotiated in the contract. If you have questions, please call the SBB Management Office: 972-980-2800.

Fees at Closing:	Amount:	Recipient:
Resale Certificate Fee	\$275.00	SBB
Transfer Fee	\$100.00	SBB
Acquisition Fee	\$100.00	LFCA

4. **Open Houses:**

- Real estate agents: Please review the policies for Open House signs found in the Real Estate Sign Procedures.
- Also, in the instance, when there is an "organized group effort" for more than 5 houses in Lake Forest to be held open on a given Sunday, one of the participating agents should notify [Greig Dunnam](#) at SBB Mgt at 972-980-2800 1 week in advance to ensure there is an adequate supply of street maps at each Gatehouse. This will also ensure the Gatehouse Staff are aware of the potential additional traffic and, if they are new, have time to become familiar with the weekend policies for visitors.

NOTE:

The Lake Forest website is located at: www.lakeforestdallas.org. The real estate documents are available to everyone without a password; therefore, easily accessible by your agent.

If you do not use the Internet, you may have the documents listed above mailed to you. Please contact our Community Manager, Greig Dunnam, at the SBB Management Office: 972-980-2800 Ext 344.

Service Providers:

For your convenience, common service providers are included with a phone number and web address:

1. Atmos Energy 800-460-3030 www.atmosenergy.com/home/cs/index.html
2. AT&T 800-464-7928 www.wireless.att.com/accounts/?source=IC4425j4900s2000
3. Dallas Morning News 800-925-1500 www.dallasnews.com/subscriberservices/
4. Dallas Water Utilities 214-651-1441
www.dallascityhall.com/dwu/water_utilities.html
5. Direct TV 800-531-5000 www.directv.com/DTVAPP/index.jsp
6. Dish Network 888-825-2557 www.dishnetwork.com/
7. Reliant Energy 866-222-7100 www.reliant.com
8. Time Warner Cable 972-742-5892 www.timewarnercable.com
9. TXU Energy 972-791-2888 www.txu.com