

**TANOAN COMMUNITY ASSOCIATION**

**APPLICATION FOR ESTATE SALE**

(Please Print Clearly)

**Owner**  
**Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property**  
**Address** \_\_\_\_\_ **Subdivision** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**E-Mail**  
**Address** \_\_\_\_\_

**Estimated start date** \_\_\_\_\_ **Estimated completion date** \_\_\_\_\_

**Estimated Hours of Operation** \_\_\_\_\_ **\*A fee of \$10.00/hr is due prior to the sale to provide additional staffing at the Academy Gate.**

**Estate Sale Company (If applicable)**  
\_\_\_\_\_

**CONTACT INFORMATION** \_\_\_\_\_

I / We understand the following:

- Resident or estate sale company must notify the Association of the date and time.
- For the duration of the Estate Sale additional staffing is required at the Academy Gate to manage traffic and a fee of \$10.00 per hour will be required regardless of the day of the sale. The fee is due and payable prior to the day of the sale.
- Immediate neighbors in the block that the estate sale will be held must be notified of the upcoming sale dates and times by either the resident or the estate sale company.
- No signage whatsoever is allowed within the community, neither on resident's property nor on common areas.
- Resident or estate Sale Company is allowed to advertise in the newspaper.
- Entry into the community for the estate sale must be thru the Academy Gate **only**.
- Resident or estate sale company must leave a sufficient number of copies of a clearly printed map, with directions on how to find the estate sale site once inside the Tanoan community gates, at the Academy Gate so each car that requests entry for the purpose of the estate sale may obtain a copy of the map from the gate attendant.
- Resident or estate sale company must control traffic and parking at the estate sale site. Security personnel for traffic control may be hired, or you may personally supervise parking and traffic control. All vehicles must be parked with the flow of traffic, and may not block public streets or fire hydrants, nor block sidewalks, driveways, or mailboxes of neighboring residents. Resident and/or estate sale company

must ensure that individuals attending the estate sale do not walk across neighboring lawns or landscaping to access the sale.

- Resident and/or estate sale company holding an estate sale are responsible for all clean-up of trash left outdoors following the sale.
- The resident and the estate sale company holding an estate sale is held fully and legally responsible for any damage that occurs within the community, on privately owned property or on common areas, by any individual holding the sale or attending the sale.

5. **I have read the Estate Sale Rules above and acknowledge their receipt.**

**HOMEOWNER**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Please complete this form and return to:

Tanoan Homeowners Association, Inc.

9820 Murifield Ct NE

Albuquerque, NM 87111

505 823 6735 (fax) 505 823 2307 ext 1 (office)

[tanoan@comcast.net](mailto:tanoan@comcast.net)

## **GARAGE SALES**

Public garage sales are ***not*** allowed in Tanoan Community Association, and visitor access will not be granted for such public sales. Public garage sales are defined as the sale of personally owned items, publicly advertised or not, held on private and/or common ground, and open to the general public.

## **SALES OF SPECIFIC & LIMITED HOUSEHOLD ITEMS OR AUTOMOBILES**

The sale of specific and limited household items or automobiles, etc., may be held at the discretion of each homeowner by public advertisement ***listing the phone number of the resident only. No public advertisement is allowed which contains the resident's address meant for the general public's response.*** Interested buyers can respond to a telephone number as advertised, and make an appointment with the resident to view the specific items as advertised. Prior to the appointment time, each resident should advise the Academy Gate personnel of the expected visitor (821-0105).

## **ESTATE SALES**

Estate sales are allowed within the community only if: they fall within the definition of ***the total liquidation of all household goods***, they are previously approved by the Association, and they follow the rules set out below. The Association highly recommends that all estate sales be managed by a professional estate sale service company. It is preferable to have the sale conducted off-site if possible.

If the estate sale is held on-site:

- Resident or estate Sale Company must notify the Association and complete an Estate Sale Request Form.
- For the duration of the Estate Sale additional staffing is required at the Academy Gate to manage traffic and a fee of \$10.00 per hour will be required regardless of the day of the sale. The fee is due and payable prior to the day of the sale.
- Immediate neighbors in the block that the estate sale will be held must be notified of the upcoming sale dates and times by either the resident or the estate sale company.
- No signage whatsoever is allowed within the community, neither on resident's property nor on common areas.
- Resident or estate Sale Company is allowed to advertise in the newspaper.
- Entry into the community for the estate sale must be thru the Academy Gate ***only***.
- Resident or estate sale company must leave a sufficient number of copies of a clearly printed map, with directions on how to find the estate sale site once inside the Tanoan community gates, at the Academy Gate so each car that requests entry for the purpose of the estate sale may obtain a copy of the map from the gate attendant.
- Resident or estate sale company must control traffic and parking at the estate sale site. Security personnel for traffic control may be hired, or you may personally supervise parking and traffic control. All vehicles must be parked with the flow of traffic, and may not block public streets or fire hydrants, nor block sidewalks, driveways, or mailboxes of neighboring residents. Resident and/or estate Sale Company must ensure that individuals attending the estate sale do not walk across neighboring lawns or landscaping to access the sale.
- Resident and/or estate Sale Company holding an estate sale are responsible for all clean-up of trash left outdoors following the sale.
- The resident and the estate sale company holding an estate sale is held fully and legally responsible for any damage that occurs within the community, on privately owned property or on common areas, by any individual holding the sale or attending the sale.