

TANOAN COMMUNITY ASSOCIATION
ESTATE SALE REQUEST

Please Print Clearly

Owner/Resident Name _____ Date _____

Property Address _____ Subdivision _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email address _____

Estate Sale Start Date _____ Completion Date _____

Hours of Operation _____

Estate Sale Company (*if applicable*) _____

Estate Sale Company Contact Information _____

I/We understand the following:

Initial each below

_____ The owner/resident must submit a completed Estate Sale Request Form and payment, to the Community Relations Manager or General Manager at least ten (10) calendar days prior to the desired sale date.

_____ The owner/resident must submit \$75.00 payment for each day the Estate Sale will take place. Payment may be made via personal checks, cashier checks, credit card or money orders. Checks (personal and cashiers) drawn upon a bank, and postal money orders or money orders issued from any other authorized institution will be accepted for payment.

_____ If an Estate Sale Request Form has not been signed and submitted by the owner/resident, or if any of the conditions outlined in the form are violated, individuals arriving to attend the sale shall not be granted entry by Academy Gate personnel.

_____ The sale may not be held for more than two (2) consecutive days, and cannot take place on a Sunday or National Holiday.

_____ Hours of operation for Estate Sales are limited to 9:00 a.m. to 2:00 p.m.

_____ The sale must limit items in possession of the owner/resident prior to the sale, e.g., it is not permitted to bring outside merchandise into the community for the sale.

_____ All sale items are to be kept inside the home, back yard, or garage, and shall not be visible from the street.

_____ Garage doors are to remain closed except for brief periods to accommodate loading operations.

_____ No signs are permitted, with the exception of one (1) sign in the front yard of the Estate Sale residence.

_____ Adjoining neighbors must be notified of the dates and times of the planned Estate Sale at least seven (7) calendar days before the sale takes place.

_____ Estate sale patrons must use the Academy Gate entrance.

_____ The owner/resident must provide traffic/parking control. All vehicles must be parked with the flow of traffic, and may not block public streets, fire hydrants, sidewalks, driveways, or mailboxes of neighboring residents.

_____ The owner/resident must provide Academy Gate Attendants with maps for distribution.

_____ The owner/resident is responsible for Estate Sale patrons' compliance with TCA Community Rules, including damage to neighboring properties.

_____ The owner/resident is responsible for clean-up of trash left outdoors following the Estate Sale.

_____ Yard/Garage sales are not permitted under any circumstances within the confines of TCA.

_____ The Community Relations Manager and/or General Manager has the authority to close the Estate Sale operation for non-compliance of TCA rules.

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

Owner/Resident Signature _____ Date _____

Please complete this form at least ten (10) calendar days prior to the desired sale date and return to:

Tanoan Homeowners Association, Inc.

9820 Murifield Ct. N.E.

Albuquerque, N.M., 87111

505-823-2307 (office)

GeneralManager@TanoanCommunityAssociation.com