

# Vista Del Lago Sale Procedure

1. Contact the Board prior to the sale of your property with the Names(s) of the prospected buyer(s) and their age(s). The "[Age Verification for Resale](#)" form from the VDL Website must be filled out, including a copy of a valid form of ID with their birthday on it (Driver's License, Passport or State ID card) and email to VDL Board – [vdlboard@vdlhoa.org](mailto:vdlboard@vdlhoa.org)
2. Once the Board has received this and has had a chance to review, they will then contact the seller with their approval or denial.
3. Upon approval of the prospected buyer(s) by the Board, the owners can proceed with the sale of their VDL property.
4. The Buyer(s) will then be assessed a lot transfer fee by Still Property Management. This will include any portion of the Quarterly dues left in the current quarter at closing. Quarterly Maintenance Dues are \$330.00. Due on the first day of the month of the quarter (January 1, April 1, July 1, October 1)
5. The Buyer(s) will pay a Reserve at Sale fee of 1/2% of the purchase price as a non-refundable contribution to the Reserve Fund at closing.
6. Items 4 and 5 will be paid to:  
Still Properties  
470 NE 9<sup>th</sup>  
East Wenatchee, WA 98802  
[hoamanager@stillproperties.com](mailto:hoamanager@stillproperties.com)
7. Providing the Board with the full name(s) of the prospective buyer(s) and their contact information including address, phone number(s), and email address(s) will help ensure the new owner(s) get on the contact list. The contact list can be found on our website [Owner and Resident Contact Information](#)