

Interview Process

Purpose: To enable the board to get to know the prospective buyer and for the buyer to ask any questions they may have concerning the building and cooperative living. It is also an opportunity to talk about what a great place the Porter is and to make the buyer feel like he/she will want to be a part of the community.

Paperwork buyer needs to be given:

1. Emergency contact sheet to be returned
2. House Rules to be signed and returned.
3. Pet application, if applicable.
4. Moving procedure.

Sample questions to ask buyer:

1. What made you decide to purchase at the Porter?
2. How long have you been in the area? Previous residence?
3. What is it you do at your place of business?

Contributing to the running of the co-operative, needs to be stressed. Make sure the buyer knows that, shareholders are the owners of the building as well as their unit, and are expected to do their part in its running and upkeep. Give following examples of the ways in which they can contribute:

1. Sign on to one or more committees.
2. Be an active member of the board
3. Turning out in the spring for the annual grounds cleanup and signing up for summer watering
4. Taking an active role in snow shoveling when necessary
5. When seeing something in the building in need of repair, taking the initiative to ensure that the right people know of it
6. Help put together the buildings social events

Instruct buyer about:

1. The Home Owners insurance requirement
2. Renovation policy
3. Need for security
4. Carpet requirements

Inform the buyer of any upcoming special assessment or other financial commitment that will impact the buyer.

After the references have been called and the board approves the buyer, a letter, telling of the approval, must be sent to:

1. Edmund J. Flynn Company in care of Brandon Aefsky
brandon.aefsky@edmundjflynn.com
2. The prospective buyer.
3. Management company Rebecca@ejfrealestate.com

