

## **Selling Your Co-op Membership Share**

### **When You Decide to Sell**

First, contact the Marketing & Membership Committee Chairperson. Your understanding of, and adherence to, Co-op policies is critical to the successful sale of your membership. The M&M Committee will make you aware of current Cityview standards and practices that apply to the selling process. The committee will also provide you with assistance for your sale, including Realtor and lender contacts, as well as membership application blanks, and other marketing materials.

### **Before You Market Your Membership**

When a member/owner decides to sell his or her share and transfer his or her unit to another party, the selling member(s) are first required to notify the Cityview Board of Directors in writing of their intent to sell. Cityview Corporation, according to Cityview by-laws, has the first option to purchase the membership, or, what's called a Right of First refusal. Your written notice must include:

1. A clear description of your timeline for selling your unit and moving
2. Your asking price for your unit share/membership
3. Any loans, share equity loans, or other financial attachments associated with your membership Share.

If the Co-op does not elect to buy your membership, you are allowed to market your share, and sell it to any party that is duly approved by the Cityview Board of Directors. If, at any time after the Board waives its Right of First Refusal, the selling price of your membership is reduced by 20% or more, you must notify the Board, and a new vote will be taken. In other words, Cityview Cooperative retains the option to buy your membership first anytime your price is lowered by 20% or more (whether you discount your advertised asking price, or the price reduction occurs through negotiations with a buyer).

### **Each member/owner is responsible for marketing his or her own membership share.**

### **When You've Found a Prospective Buyer**

First, if your prospective buyer will need financing, they must be pre-approved by a recognized lending institution. Currently, we are authorized to participate in the Co-op Share Loan Programs at [South Metro Federal Credit Union](#). Your applicant should contact a loan officer immediately for pre-approval.

Next, you and your prospective buyer must submit application material to Cityview. Your buyer must fill out a membership application form and pay the non-refundable \$45.00 application fee. The application fee must be paid with a check or money order made out to Cityview Cooperative. *Cityview does not accept cash under any circumstances.*

You and your buyer must also submit a photocopy of your purchase agreement, or a jointly prepared letter to the Co-op describing terms of your proposed sale, as part of your buyer's application. This Application Confirmation Letter should include:

- Sellers address and unit number
- Your agreed sale/purchase price
- Current date
- Buyers and seller's signatures

All application materials should be submitted together to the Cityview Marketing & Membership Committee and must include:

- Completed Membership Application Form
- \$45.00 (per applicant) application fee
- Copy of Application Confirmation Letter or Purchase Agreement
- Signed Cityview Pet Policy Recognition Form

Applications should be sent or delivered to current Cityview Marketing & Membership Committee Chairperson:

Mark Jozwik  
1811 Elliot Avenue South, Apt. #1  
Minneapolis. MN 55404  
612.870.7764

## **The Approval Process**

The Marketing Committee submits the completed application for a credit and criminal history check, and turns over all funds paid to the Cityview Treasurer.

You may only submit one application to the Marketing and Membership Committee for evaluation at a time, no matter how many parties are interested in buying your unit share, or how many completed applications you've received. Only after your first applicant has been disqualified can you submit a second prospective buyer's application for consideration.

If an applicant is disqualified as a result of their credit or rental history, the Marketing Committee will send the applicant a letter of rejection and return any down payment monies paid. If the application is accepted, the Marketing Committee will schedule an interview with the applicant and schedule a time for the Subscription Agreement to be signed.

The interview meeting will be attended by no fewer than three Co-op members, and all members of the prospective household; including spouses, children, and roommates. As the selling/vacating member(s), you may not attend the interview. The attending Cityview members recommend the acceptance or rejection of your prospective buyer to the Board of Directors, which then votes on the issue. The Membership Committee will notify you and your prospective buyer of the outcome of the vote, and send the applicant(s) a letter of rejection if appropriate.

The Membership and Interview Committees and Board of Directors will act with diligence in processing all applications; however, a specific time frame for the approval process is impossible to project.

### **A Purchase Agreement Between the Seller and the Buyer**

Cityview requires no formal purchase agreement to be prepared for the transfer of a unit to take place, nor will we enforce one, but we do recommend that you and your prospective buyer compose a written purchase agreement. The agreement may describe the date that your buyer assumes the financial obligation for the apartment, move-out and move-in dates, specific repairs you promise to make, items that you will leave on the premises when you move, etc. A mutually agreed upon document best protects both parties during ownership transfer.

### **Closing Your Sale**

Once your prospective buyer has been approved by the Board, you (or your Realtor) will schedule a closing date with your lender, closing agent, your buyer, and/or a Cityview Cooperative representative. At this point, it's important to give the Seller and/or the seller's agent a copy of our "Request for Participation" form. It must be passed on to the closing agent, who will submit it to Cityview if they wish to have the participation of any Cityview member at the sale closing or settlement meeting. A closing involving a Cityview member being present may not be scheduled until this completed form is received and co-op participation is confirmed.

At the closing, your buyer will sign the Cityview Cooperative Occupancy Agreement, all lender required forms, and receive their Membership Certificate.