**VERSAILLES CONDOMINIUMS**

**701-709 S. SKINKER BLVD.**

**SAINT LOUIS MO 63105**

**FORM:**  Estate Sales

**HANDBOOK REFERENCE:** Section V, 1-7

**DATE:** May 12, 2021

* **Scheduling of the sale date and a deposit** should be presented to the building manager in writing or by email at least two (2) weeks in advance of proposed sale date. Sale should occur only Monday-Friday, unless Manager approves an exception.
* **Security and Service Fee Deposits** must accompany the submission of the sale date request for the protection of all parties and the condominium Association. Any moving of items shall require a security deposit of $500. Before and after the sale, inspections will be conducted by the building manager. If no damage to the common building areas has resulted from the sale, the security deposit will be refunded.
* **Removal of large items** will need special supervision for the protection of the unit owner and all other Versailles residents.
* **An additional non-refundable payment** of $50 is required for a Versailles employee to oversee the logistics of the sale.
* **Guidelines during the sale** should include taking every precaution to protect painted walls, woodwork, and the hallway carpet. This may require floor protection and item pads.
* **Damage** inspections will be conducted by the Manager after the completion of the sale in the used common areas.
* **Damage assessments and disputes** depend on the nature of the damage. The building manager will contact one or more craftsmen to evaluate the needed repairs.

**NOTE:** Please refer to the referenced Handbook section for complete policy regarding Estate Sales.