

REQUEST FOR ESTATE SALE

Submit to OCHOA Office at least ten (10) days prior to sale
10816 Crown Colony Drive, Ste 105 - Austin, TX 78747
Office Hours - Monday - Friday 10-2

Name of property owner: _____ Phone # _____

Address of Estate Sale _____

Person / Company conducting Estate sale: _____ Phone #: _____

Dates of estate sale (two consecutive days): _____ Times _____
_____ Times _____

Reason for Estate Sale Request: _____

Rules governing the conduct of the estate sale:

- All estate sales must be held entirely within the interior of the home and garage.
- Garage doors must remain closed during the sale except as may be necessary to facilitate the loading of any property that is sold at such sale.
- No personal property may be displayed in public view outside the home or garage or in open spaces.
- Directional signs for the estate sale will be provided by the OCHOA; a sign is permitted at the estate sale location. No other signs are permitted. OCHOA Security is responsible for putting up the signs and for returning them to the OCHOA office.
- Sale may be conducted for a maximum of two days. Additional days may be approved when special circumstances exist. Each application will be considered on a case-by-case basis.
- No items are allowed to be brought in and placed for sale other than items that are owned by the property owner at this location and are part of the estate of the property owner.
- A fee of \$50.00 must be submitted with request.

Signature of Requestor: _____ Date _____

Printed name of Requestor _____ Phone #: _____

Action by OCHOA:

Received \$50.00 fee _____ ck #/ cash The \$50.00 fee will be returned if the request is disapproved

() Approved () Disapproved

Signature: _____ Date: _____

RULES FOR ESTATE SALES IN ONION CREEK

Revised at the December 2009 Board Meeting

It is the desire of the Onion Creek Homeowners Association ("OCHOA") to protect the safety and well being of the Onion Creek community and to control the flow of non-resident traffic into and through the neighborhood. However, recognizing that from time-to-time residents of Onion Creek due to the death of a resident or the need of a resident to move to a smaller residence or to an assisted living or nursing-home facility may need to have a sale to dispose of the personal property of such resident (collectively, such sales are referred to as "Estate Sales"), the Board of Directors of OCHOA has established the rules set forth below to govern the conduct of Estate Sales in Onion Creek.

Who may initiate the process to have an Estate Sale.

Any one or more persons out of a group consisting of the resident, the resident's executor, administrator, trustee, guardian, personal representative, agent or heirs may initiate the process to have an Estate Sale (collectively, such persons are referred to as the "Seller").

Notice of an Estate Sale.

The Seller who desires to hold an Estate Sale must complete and submit a completed Notice of Estate Sale form to the OCHOA Rules and Modifications Committee at least ten (10) days prior to the date on which the planned Estate Sale would commence. A form of Notice of Sale is available at the OCHOA office during regular office hours or by download from the OCHOA website (www.onioncreekhoa.org) under the Administration link. A fee of \$50.00 is payable to OCHOA with the completed Notice of Sale form. The fee covers processing of the application and the directional signage.

Rules Governing the Conduct of the Estate Sale.

- All Estate Sales must be held entirely within the interior of the home and garage.
- Garage doors must remain closed during the sale except as may be necessary to facilitate the loading of any property that is sold at such sale.
- No personal property may be displayed in public view outside the home or garage or in open spaces.
- Directional signs for the Estate Sale will be provided by the HOA office. No other signs are permitted. OCHOA Security is responsible for putting up the signs and for returning them to the HOA office.
- Sales may be conducted for a maximum of two days. Additional days may be approved when special circumstances exist. Each application will be considered on a case-by-case basis.

For more information regarding Estate Sales, contact the OCHOA office at 512-280-8110