

Procedure for Selling a Condo Unit in HSII

January 2026

1. **Notify the President of the Association of your intention to sell 30 days prior to listing with an agent or placing a "For Sale by Owner" sign.**
2. **The seller must meet with the President to review current Rules and Bylaws of the Association. A copy of our current Rules & Bylaws must be available, in unit, to prospective buyers.**
3. **Prospective owners must be made aware that HSII is actively planning a change to Owner-occupied status. No renting of units.**
4. **Prospective buyers must be made aware of our 55+ age restriction and 14+ year-old children restriction.**
5. **Prospective buyers must be made aware of the maximum of 4 residents per unit.**
6. **Prospective buyers must be made aware of our Grandfathered policy of Pet/No Pet buildings. If allowed, only 1 dog or 1 cat.**
7. **Prospective buyers must be made aware of a $50.00 transfer fee paid by them to the Association at the time of closing.**
8. **Notify the President of the Association of an accepted offer and/or any other status changes.**
9. **The Association provides reference to the Wisconsin Condominium Ownership Act (Chapter 703 Wis. Stats.) specifically 703.33, which states a seller must provide the buyer with a condominium disclosure package before the buyer is obligated to purchase.**
10. **After an offer is accepted Association needs, before closing:**

    - **Names of new owners**
    - **Phone numbers**
    - **Email addresses**
    - **Copies of Drivers Licenses (for age verification)**
    - **Name of Mortgage Lender**