

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