

Realtor / Seller / Buyer Required Guidelines

Office Hours:

Monday – Thursday from 8:00am to 12:00 noon or by appointment

Office Phone: 515-964-7436

In order to complete a sale of Maplewood Village (MWV) Condominiums, the following rules must be adhered to:

1. ***Maplewood Village Condominium Association is a 55+, Active Adult Community (NOT an Assisted Living Facility)***
2. **Declarations, Articles and Bylaws:** All individuals are expected to have thorough knowledge of MWV's governing documents. It is important for all realtors to be aware of the rules to appropriately represent the property.
3. **Office:**
 - a. The Signature Page of the "General Information and Rules" document must be signed indicating the Unit Owner has read and acknowledged and will follow the Rules, Bylaws, Declarations and Articles governing the Association. **This must be signed by the purchaser in the Office.**
4. **General Information and Rules:** All individuals should read carefully the "General Information and Rules" document. Additional information is contained in this document which will be important for residents.
5. **Keys:** All lodge keys must be left in the unit by the seller before closing. **A \$100 fee will be charged for failure to return lodge key.**
6. **Garage Door Opener:** The garage opener must be left in the unit by the seller to the office prior to closing. **Failure to return the opener will result in a replacement fee.**
7. **No Solicitation:** No soliciting is allowed on Maplewood Village property.
8. **Areas We Receive Questions About:**
 - a. Can I smoke / vape at Maplewood Village?
 - Smoking / vaping is not permitted anywhere at Maplewood Village.
 - This applies to all Unit Owners, guests, staff, and vendors.
 - b. Can I have a pet at Maplewood Village?

- Owners are allowed to have one (1) cat in their unit and must be approved and registered in the office
 - Dogs are not allowed in any unit or on MWV property
9. **Realtor Signs:** Realtor signs may only be on MWV property when the unit has been listed. **Signs must be affixed to the provided metal stand and be 8" x 24" in size only. No other signs may be placed on other areas of our property. Upon sale of the unit, the sign must be promptly removed from the metal sign holder.**
10. **Moving:** When moving in/out of the unit, contact the Office for installation of elevator pads to protect the elevators. **Moving must occur through the large overhead garage door, not the front doors.**