



Thank you for contacting the Sales and Marketing Department regarding listing the Londonderry apartment/cottage for sale. Our department is here to assist you through this process and have provided several documents to help you get started.

Below is an outline of the steps involved, along with a short description of the attached documents:

- 1. Classified Form:** If you wish to list a personal item for sale for Londonderry residents to see, please fill out the Classified Form attached. Submit the completed form to Erica Hardeo, Director of Community Engagement.
- 2. Final Walkthrough Questions:** Once you have moved everything out of your cottage/apartment, you can schedule a Final Walkthrough with the Building and Grounds Team. The attached document outlines what to expect from the Final Walkthrough. To schedule a Final Walkthrough, please get in touch with the Sales and Marketing Department.
- 3. List of Survivor Duties:** If you are representing an estate, we have attached a list of survivor duties to assist you.
- 4. Reminders:** Return all necessary items, such as Londonderry medical pendants, CATIE and the docking station, keys (cottage/apartment and mailbox), garage door openers, etc., to the Sales and Marketing Department. Details are provided in the attached document.
- 5. Refurbishing Procedures:** An explanation of the refurbishing procedures is attached.
- 6. Helpful Tips for Selling Londonderry Stock:** Review these tips to ensure a smooth selling process. Please confirm how your Stock is titled.
- 6. Creating a safe word for protectiong your privacy:** Please review the document to understand why Londonderry requires a safe word and for tips on choosing an effective one.

Additionally, below is a checklist created by Kristina and me to guide you through the next steps:

- Confirm how the Stock Certificate is titled and refer to the Helpful Tips for Selling Londonderry Stock document.
- Return all necessary items to the Sales and Marketing Department.
- Sign the Stockholder's permission form for the Building and Grounds Team to walk the cottage/apartment to obtain refurbishing costs.
- Provide the Sales and Marketing team with the dates when the cottage/apartment will be empty.
- Schedule the final walkthrough once the cottage/apartment is empty.
- Disconnect utilities, Londonderry pays for the electricity.
- Cancel insurance policies; Londonderry pays for the property insurance.
- Leave all appliance manuals on the kitchen countertop.
- Stop all newspaper and magazine subscriptions.
- Put in for a change of address at the Post Office.

Once refurbishment costs are determined, the Sales and Marketing Department will prepare the Transfer Agreement Packet, including all necessary forms and information to list the cottage/apartment for sale in Londonderry.

Please note that it may take up to ten (10) business days for both the Building and Grounds Team to walk the cottage/apartment for refurbishment costs and for the Sales and Marketing Team to prepare the Transfer Agreement Packet.

If you have any questions or need further assistance, don't hesitate to contact us.

We are here to help make this process as smooth as possible.

Best regards,



Rachel L. Smith  
Director of Sales and Marketing



Kristina Carson  
Sales and Marketing Coordinator

The Sales and Marketing Team