



\_\_\_\_\_  
Dear \_\_\_\_\_

On \_\_\_\_\_, a Transfer Agreement was signed by

\_\_\_\_\_  
authorizing Londonderry on the Tred Avon to sell \_\_\_\_\_ shares of the cooperative  
unit \_\_\_\_\_, owned by \_\_\_\_\_.

The Transfer Agreement included a starting list price of \$\_\_\_\_\_,  
with the understanding that the final sale price is subject to negotiation.

Londonderry and the buyer(s) have completed a Subscription Agreement (contract to purchase)  
under the terms you approved during verbal negotiations.

Please note: a Community Capital Reserve Fee will be included in the Disbursement Letter you  
will receive prior to settlement.

Londonderry and buyer/s have completed a Subscription Agreement (contract to purchase)  
under the following terms that you approved during verbal negotiations:

Date of contract	
Purchaser/s	
Purchase price	
Refurbishment costs paid by seller:	
Settlement date	

The Subscription Agreement includes a 15-day right of recession without penalty to the buyer  
as required under state law. The right of the recession on this contract will be up  
on \_\_\_\_\_.

2-4 weeks before the settlement, you will receive a disbursement letter indicating the selling price, any outstanding balance due to Londonderry (including the refurbishing costs), and the amount you expect to receive. Proceeds from the sale will be wired. Please complete and return the wiring form to the sales and marketing department if needed. Completing the wiring instructions will allow the disbursement of funds. It can take up to 48 hours after settlement for the funds to show in the noted account.

If you still need to, return all keys to the sales and marketing department.

Please be sure all individualized services such as phone, internet, cableTV, and newspaper subscriptions are cancelled before the settlement. Also, contact the U.S. Postal Service to provide a forwarding address for mail delivery. At this time, we ask you to STOP paying the monthly fee. Don't hesitate to contact us if you have any questions. Our phone number is 410-820-8732 or by email [rsmith@londonderrytredavon.com](mailto:rsmith@londonderrytredavon.com) or [kcarson@londonderrytredavon.com](mailto:kcarson@londonderrytredavon.com).

Best,

*Rachel L. Smith*

Rachel L. Smith

Director of Sales and Marketing