

PINE RIDGE CONDOMINIUM UNIT OWNERS ASSOCIATION

SELLER/PURCHASER TRANSFER PROCEDURES

DATE: _____

PROPERTY ADDRESS: _____

FROM:

TO:

SELLER

PURCHASER

CONTACT INFORMATION (Address and Phone Number):

SELLER: _____

PURCHASER: _____

If Applicable:

MORTGAGOR: _____

MORTGAGEE: _____

Sale Closing Date: _____

Move-In Date: _____

Real Estate Agent Name and Contact Information or Sale by Owner:

Checklist of Items To Be Reviewed/Transferred With Purchase:

___ Declaration of Homeowners (view copy available in Community Center office)

___ Articles of Incorporation/Amendments (view copy available in Community Center office)

___ PRCUOA Owners Handbook/Bylaws/Rules and Regulations

- Variance(s) Review and Sign-Off by Purchaser on Variance Addendum Form (if applicable)
- Key to Community Center
- Unit Key
- Two Garage Door Openers
- Code to Garage Door Opener (if applicable)
- Monthly Condo Fee Refund to Seller (If applicable) \$_____ for _____ months
- Inspection Date by Board of Directors Representative

Items To Be Provided To Purchaser In Association Welcome Packet:

- Welcome Letter from Board of Directors
- Purchaser Contact Information Questionnaire
- Monthly Condo Fee Information Sheet
- Copy of Monthly Newsletter

Per Association ByLaws, a Board of Directors representative has the right to inspect the sale property prior to occupancy by the Purchaser.

Purchaser states he/she has viewed or received a copy of all documents, including the Declaration of Homeowners, Articles of Incorporation and Amendments, Association Handbook/Bylaws/Rules and Regulations, and has read, understands and agrees to abide by all the conditions and terms outlined therein and all reasonable rules and regulations enacted hereafter officially by the Association.

SELLER

PURCHASER