

HOMEOWNER'S ASSOCIATION REAL ESTATE TRANSFER STATEMENT

If requested four (4) or more business days from closing there is a \$75.00 service fee for providing information to facilitate the sale of this property. If this request is made three (3) or less business days from the closing date the service fee will be \$100.00. There will be a \$15.00 charge for each requested update of information on this form.

CLOSING ATTORNEY INFORMATION

Firm Name: _____ Closing date: _____
Closing attorney: _____ Today's date: _____
Principle contact: _____
Contact email: _____
Signature of person requesting information: _____

SELLER INFORMATION

Name of Association: _____
Unit Address: _____
Current Owner's Address: (If different from property): _____

BUYER INFORMATION

Buyer's Name: _____
Buyer's Phone Number: _____
Buyer's Email Address: _____

INFORMATION BELOW PROVIDED BY JDK PROPERTY MANAGEMENT

Amount Of HOA Dues: \$ _____ Payable: Monthly / Quarterly / Semi-Annually/ Annually
Special / Other Assessments: \$ _____
Capital Contribution: \$ _____ Paid For By: Buyer / Seller
Dues Are Assessed: _____
Current Balance Of Seller \$ _____ As of Date: _____
 Current Through Date: _____
 Past Due
 Credit Balance

Closing Attorney Instructions

Please include a copy of the deed. Include buyer contact information if not previously known

Please write a separate check for each line item below

Make checks payable to JDK Property Management

All checks should be mailed to JDK Property Management

Check: Dues In The Amount Of: \$ _____ 1st full month
Check: HOA Transfer Fee In The Amount Of: \$ _____
Check: _____ In The Amount Of: \$ _____
Check: _____ In The Amount Of: \$ _____