

PROPERTY TRANSFER INFO REQUEST

Today's Date _____ Closing Date _____
Law Firm _____ Contact _____
Phone # _____ Fax # _____
Email Address _____

Homeowner Association _____
Property Address _____
Current Owner Names(s) _____

OR If Builder please include date of purchase _____

New Owners Name(s) (Buyer) _____

Buyers Email Address _____

Buyers Mailing Address if not owner occupant _____

Is Property a Vacant Lot? _____ Yes _____ No

Lot # _____

To Be Completed by APPM

Assessments (Dues) \$ _____ per _____ month _____ year

Dues Paid Through _____ Collect Through _____

Amount due from Seller if Homeowner (credit) _____ Per Diem \$ _____

Amount due from Seller if Builder (credit) _____ Per Diem \$ _____

Amount due from Buyer \$ _____

Capital Contribution \$ _____

TOTAL DUE TO HOA AT CLOSING \$ _____

Make Check Payable to _____ HOA

***CERTIFICATION FEE:**

\$ 75.00 Standard Report

\$ 25.00 Rush – Less than 24 hours

\$ 10.00 Each Update

\$ _____ Total Due **Check Payable to:** Ammons Pittman Property Management

Mail all checks to: 10224 Durant Rd, Ste 107
Raleigh, NC 27614

***Fees Subject to Change**