



HOA Transfer of Ownership Form

Top section to be complete by closing attorney and emailed to books@pwraleigh.com

Date Sent: _____ Closing Date: _____ Law Firm: _____

Law Firm Phone: _____ Law Firm Email: _____

Property Address: _____ HOA _____

Seller Name(s): _____

Buyer Name(s): _____

Required Buyer Phone(s): _____

Required Buyer Email(s): _____

Buyer Mailing Address (if not property address): _____

The below section to be completed by Pindell-Wilson Property Management Company

Current HOA Assessment and Frequency: _____ New Construction: Y / N

Master HOA Info: _____

Working Capital Contribution: _____ **Stormwater Contribution:** _____

Confirmed Special Assessment: _____

Current Account Balance: _____

Please Collect Through: _____

Total Assessment Due: _____

Current/Pending Rental Restrictions: Y / N _____

Proposed Special Assessments: Y / N _____

Covenant Violations: Y / N _____

HOA Account Transfer Fee to be collected by Closing Attorney

_____ **\$150.00** Transfer Fee Payable to: Pindell-Wilson, P.O. Box 20969 Raleigh, NC 27619

_____ **\$15.00** Fee for rush orders, revisions due to changes in closing date, etc.

*Transfer fee check should be written separately from the dues check or check will be returned.
Please include a copy of this form with payment check(s).*