



264 W. Millbrook Road | P.O. Box 20969 | Raleigh, NC 27619 | Office: (919) 676-4008 | Fax: (919) 676-2721

www.Pindell-Wilson.com

HOA TRANSFER OF OWNERSHIP FORM

Top section is to be completed by the closing attorney: email to books@pwraleigh.com

Date Sent _____ Closing Date of Sale _____ Law Firm _____

(Phone) _____ (Fax) _____ (Email) _____

New Owner(s) Name (Buyer) _____

Property Address _____

Mailing address of Buyer (if not property address) : _____

Buyer phone #: _____ Buyer Email: _____

Homeowners Association _____ Seller's Name _____

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

Current HOA Assessments (Dues) are \$ _____ per Month Quarter Semi-Annual Year

New Construction Y / N Working Capital \$ _____ Storm Water Contribution \$ _____

Dues are currently paid through _____

Please collect through _____

Total assessment due _____

Current Rental Restrictions: Y / N Pending Rental Restrictions: Y / N Violations: Y / N

Special Assessments: Y / N Pending Special Assessments: Y / N Master HOA: Y / N

Assessment Checks Payable to _____ HOA P.O. Box 20969 Raleigh, NC 27619

HOA Account Transfer Fee to be collected by Closing Attorney

\$125.00 Transfer Fee Payable to: Pindell-Wilson P.O. Box 20969, Raleigh NC 27619

\$10.00 fee per update due to closing date revisions, rush orders (less than 1 business day) 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.

Thank you for your business!