

\*\*\* Please note that page 2 of this form must be filled out and submitted during ALL closings for this community. Please also ensure that entrance gate remotes and mailbox keys are transferred to the new owner at closing.\*\*\*



Management Professionals, Inc  
WWW.ELITE-MGMT.COM

4112 Blue Ridge Road Ste 100  
Raleigh NC 27612  
Phone 919-233-7660  
Fax: 919-233-7661

**DRAYMOOR MANOR HOA REAL ESTATE TRANSFER REQUEST FOR INFORMATION**

If requested four (4) or more business days from closing there is a \$100.00 service fee for providing information to facilitate the sale of the property. If this request is made three days or less from the closing the service fee will be \$125.00. There will be a \$15.00 charge for each requested update of information on this form.

DATE OF REQUEST: \_\_\_\_\_ CLOSING DATE: \_\_\_\_\_

FIRM: \_\_\_\_\_ CONTACT: \_\_\_\_\_

FIRM #: \_\_\_\_\_ FIRM FAX #: \_\_\_\_\_

Email address of person requesting information: \_\_\_\_\_

Signature of person requesting information: \_\_\_\_\_

NAME OF ASSOCIATION: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

CURRENT OWNER'S NAME: \_\_\_\_\_

CURRENT OWNER'S Forwarding Address: \_\_\_\_\_

BUYER'S NAME: \_\_\_\_\_

BUYER'S MAILING ADDRESS (If different from property): \_\_\_\_\_

BUYER'S EMAIL ADDRESS \_\_\_\_\_ BUYER'S PHONE NUMBER \_\_\_\_\_

**INFORMATION BELOW PROVIDED BY ELITE MANAGEMENT PROFESSIONALS, INC.**

AMOUNT OF HOA ASSESSMENTS: \$ \_\_\_\_\_ PAYABLE: MONTHLY/QUARTERLY/ANNUALLY/SEMI-ANNUAL

SPECIAL/OTHER ASSESSMENTS: \$ \_\_\_\_\_ PAYABLE: MONTHLY/QUARTERLY/ANNUALLY/SEMI-ANNUAL

(Explanations, if needed)

CAPITAL CONTRIBUTION: \$ \_\_\_\_\_ CERTIFICATION FEE: \$ \_\_\_\_\_

ACCT BALANCE OF SELLER: \$ \_\_\_\_\_ STATUS: CURRENT / PAST DUE / CREDIT BALANCE

AS OF: \_\_\_\_\_ ALSO COLLECT: \$ \_\_\_\_\_

FOR: \_\_\_\_\_ TOTAL DUE AT CLOSING: \$ \_\_\_\_\_

**\*\*\*Please also submit the required gate waiver when returning this form\*\*\***

**ELITE MANAGEMENT PROFESSIONALS WILL ISSUE REFUNDS TO SELLERS WHO HAVE A CREDIT BALANCE. A FORWARDING ADDRESS FOR THE SELLER MUST BE SUBMITTED IN WRITING WITH A REQUEST FOR REFUND TO ELITE MANAGEMENT PROFESSIONALS TO THE ADDRESS ABOVE. AUTO DRAFTS MUST BE CANCELLED IN WRITING. PLEASE NOTE PASSES, KEYS AND FOBS MUST BE TRANSFERRED TO THE NEW OWNER.**

**MAKE CHECKS PAYABLE TO:**

ASSOCIATION NAME: \_\_\_\_\_ IN THE AMOUNT OF \$ \_\_\_\_\_

ADDITIONAL CHECK: \_\_\_\_\_ IN THE AMOUNT OF \$ \_\_\_\_\_

ADDITIONAL CHECK: \_\_\_\_\_ IN THE AMOUNT OF \$ \_\_\_\_\_

CHECK MADE PAYABLE TO **ELITE MANAGEMENT PROFESSIONALS** IN THE AMOUNT OF \$ \_\_\_\_\_ Update \_\_\_\_\_ Total \_\_\_\_\_

**ALL CHECKS SHOULD BE MAILED TO ELITE MANAGEMENT PROFESSIONALS AT THE ADDRESS ABOVE.**

**For Office Use Only:**

Prepared By: \_\_\_\_\_

Date closing information received: \_\_\_\_\_

Coupon Book Ordered: \_\_\_\_\_

Resale Package: \_\_\_\_\_

WP/CINC Update: \_\_\_\_\_

Welcome Package Sent: \_\_\_\_\_

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\*\*This form MUST be completed at closing and returned to Elite Management with closing checks.\*\*

**DRAYMOOR MANOR TOWNHOME ASSOCIATION, INC.  
GATE ACCESS FORM**

<b>HOMEOWNER INFORMATION</b>	
Name:	
Address:	
Telephone:	Email:
<b>TENANT INFORMATION (IF APPLICABLE)</b>	
Name:	
Address:	
Telephone:	Email:
<b>LIST EACH RESIDENT OF DRIVING AGE:</b>	
<b>REMOTE CONTROL GATE ACCESS:</b> The Association will initially supply two (2) remote controls per lot at no cost to the owner. One (1) additional remote control may be purchased by the owner for \$25.00, but only three (3) remote controls per unit will be issued. If a remote control must be replaced for any reason, including due to damage, loss, or malfunction, a replacement fee of \$25.00 per remote will be charged. To the extent possible, owners are asked to return the non-functioning remote along with the request for a new remote.	
<input type="checkbox"/>	(Initial)
<b>CODE FOR GATE ACCESS:</b> Each lot owner will be provided with an access code (keypad number) for the gate. The access code may be utilized by the owner and any resident of the townhome, <u>but under no circumstances may any owner or resident provide the access code to any other individual.</u> Guests, contractors, and other non-residents must use the <u>guest</u> access code provided by the Association to enter the property. The Association reserves the right to change any access code at any time, but will notify pertinent parties of such change.	
<input type="checkbox"/>	(Initial)
<b>PERSONAL INJURY AND PROPERTY DAMAGE; NO GUARANTEE OF SECURITY:</b> The Association cannot and does not guarantee against any gate malfunctions, including remote and keypad malfunctions. The Association makes no representations or guarantees concerning the safety or security of the community. The gated access system is not a security system. The gated access system is not continuously monitored. Protecting residents, their families, occupants, guests and invitees is the sole responsibility of residents, occupants and law enforcement agencies, and is not the responsibility of the Association. Any suspected criminal activity should be immediately reported to the appropriate law enforcement agency.	
<input type="checkbox"/>	(Initial)
<b>DAMAGE TO GATES:</b> It is understood that the Homeowner will be responsible for payment to repair damage to any of the gates caused by the owner, the current occupant of the owner's residence and/or visitors.	
<input type="checkbox"/>	(Initial)
<b>SIGNATURE:</b>	<b>DATE:</b>