



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

Management Professionals, Inc
 WWW.ELITE-MGMT.COM

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: \$ _____

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: _____