



TRANSFER OF OWNERSHIP FORM

Name of Condominium Association: _____

Buyer: _____

Current Address: _____

City/State: _____ Phone: _____

Seller: _____

Current Address: _____

City/State: _____ Phone: _____

****Items that need to be handled at the time of closing—between buyer and seller****

- Transfer of ownership fee of \$100.00 is payable to Grandmark Property Management at or before time of closing.
- Copy of Purchase Agreement
- Information sheet and application for purchase
- Keys for mailboxes and door locks for unit
- Pool Key (OR) Clubhouse access info
- Obtain By-laws, Master Deed, Articles of Incorporation

Important Association Questions

1) Mortgage Company _____ Phone _____

2) Title Company _____ Phone _____

3) Location of Closing _____

4) Approximate Closing Date/Time _____

5) Contact Person _____ Phone _____