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Raleigh NC 27612
Phone 919-233-7660
Fax 919-233-7661



Management Professionals, Inc
WWW.ELITE-MGMT.COM

REAL ESTATE TRANSFER REQUEST FOR INFORMATION

Note to Buyer: It is strongly recommended that the buyer review the 2nd Amendment to the CCR's for Eagle Ridge Golf Community excluding the leasing of any property. These can be found at www.eagleridgehoa-nc.com

If requested four (4) or more business days from closing there is a \$75.00 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 \$100.00. 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: _____

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.

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: _____