



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 to be complete by closing attorney and emailed to [books@pwraleigh.com](mailto:books@pwraleigh.com)*

Date Sent: \_\_\_\_\_ Closing Date: \_\_\_\_\_ Law Firm: \_\_\_\_\_

Law Firm Phone: \_\_\_\_\_ Law Firm Email: \_\_\_\_\_

Property Address: \_\_\_\_\_ HOA \_\_\_\_\_

Seller Name(s): \_\_\_\_\_

Buyer Name(s): \_\_\_\_\_

**Required** Buyer Phone(s): \_\_\_\_\_

**Required** Buyer Email(s): \_\_\_\_\_

**Required** Buyer Mailing Address (if not property ): \_\_\_\_\_

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

Current HOA Assessment and Frequency: \_\_\_\_\_ New Construction: Y / N

Master HOA Info: \_\_\_\_\_

**Working Capital Contribution:** \_\_\_\_\_ **Stormwater Contribution:** \_\_\_\_\_

**Confirmed Special Assessment:** \_\_\_\_\_

**Current Account Balance:** \_\_\_\_\_

**Please Collect Through:** \_\_\_\_\_

**Total Due** (payable to Association): \_\_\_\_\_

Current/Pending Rental Restrictions: Y / N \_\_\_\_\_

Proposed Special Assessments: Y / N \_\_\_\_\_

Covenant Violations: Y / N \_\_\_\_\_

### Statement preparation fee to be collected by Closing Attorney

\_\_\_\_\_**\$200.00** Payable to: Pindell-Wilson, P.O. Box 20969 Raleigh, NC 27619

\_\_\_\_\_**\$20.00** Fee for rush orders, revisions due to changes in closing date, etc.

*Statement preparation fee should be written separately from the dues check or check will be returned. Please include a copy of this form with payment check(s). v12/25*