

Harbour Hill Condominium Apartments Association

Unit Transfer Checklist — Sale or Lease for Unit # _____

Step 1: Owner notifies HHCA Board of intent to Sell or Lease their unit

- Fill out the *Notification of Intent to Sell or Lease* form and give to Unit Transfer Chair
- Post your intent to sell/lease unit on the Bulletin Board, if desired
- Unit Transfer Chair will give the owner a *Key & Key Fob Inventory Report* for their unit. Owner verifies that information is correct.

Step 2: Prospective Residents complete Application Packet

Paperwork to be submitted to Unit Transfer Chair:

- Application for Transfer Form* including:
 - \$100 transfer fee (check payable to HHCA, paid by the Seller)
 - Background check fee \$50/person occupying the unit (check payable to HHCA, paid by the Prospective Resident)
 - Copy of photo ID showing birthdate for each person occupying the unit
 - Copy of the sales contract or lease
- Prospective Residents are reminded to review all documents on the HHCA website – hhca.wildapricot.org under the Information for Prospective Residents and Sellers tab.

Once application packet is received the Unit Transfer Chair will:

- Confirm that owner has informed buyer of all the documents available under our Information for Prospective Residents and Sellers tab on our website
- Contact references
- Request background check for Prospective Residents
- Schedule meeting with Prospective Residents & have them fill out the following forms at the meeting:
 - *Contact Information* form
 - *Designated Voter Certificate* form
 - *Concierge Service Authorization* form
- Present the application to the Board at a Board Meeting. Note that approval or disapproval must be given to the current owner within 30 days of receipt of the completed application packet.
- Provide copy of approved/signed page 3 of *Application for Transfer* form to the owner and new resident.

Step 3: After Closing new Resident submits final paperwork

- Submit to Unit Transfer Chair:
 - *Key & Key Fob Inventory Report* (acknowledging receipt by new owner)
 - Short bio/picture of new residents to share with residents
- Scan/email: *Request for Automatic Payment of Assessments* form to Associa Gulf Coast
- Sign up for HHCA website hhca.wildapricot.org

Note: All HHCA forms and contact information can be found on the HHCA website: hhca.wildapricot.org