

TRANSFER PACKAGE AGREEMENT & PROCESS

Package Being Purchased for unit # _____-West

Date of Package Request: _____

Requested by: _____

Payment Received _____

Management Acknowledgement: _____ *Date* _____

- *Please be advised that once we receive the request and payment, we require 5 **business days** to prepare the package. Date available _____*
- *We need original documents of the Seller's Application, Buyer's Application and Shareholder Information Sheet to process a transfer request.*
- *In addition to the documents in your resale package, we require a photo copy of the sales contract.*
- *Please submit a copy of this application with the transfer docs.*
- *Please remember to have the lender sign off on the "Recognition Agreement." A copy of the approved "River Place West Recognition Agreement" is available on the River Place West website or in hard copy at the management office.*
- *Transfer packages are required to be submitted in full by the close of business on Tuesday the week prior to the monthly board meeting. The board meets on the fourth Wednesday of each month.*

Date of Next Board meeting _____

***Thank you,
River Place West Management Office***