



## TRANSFER OF PROPERTY PROCEDURES

### Information on selling your Estuary home.

Selling a home can be a busy time for Estuary homeowners. There are many things that need to be attended to. Here are four important steps you will need to take prior to listing your home, and before you close.

**Step 1. Review the rules regarding Selling/Transfer of Ownership in the Estuary Declaration Documents.** This document is available on the Association website: [DECLARATION DOCUMENT](#) See (section 8.10)

**Step 2. Inform the Property Manager by completing the Intent to Sell/Transfer Property Form.** This step will alert Property Management that your home will be on the market for sale so that they can assist you and guide you through the required procedures that will make the selling process effortless. They will also alert our security team so that your realtor, brokers, service providers will have access to your property in your absence. The [INTENT TO SELL/TRANSFER PROPERTY FORM](#) is available on our website.

**Step 3. Have Potential buyer review and complete the Purchase Application Instructions & Acknowledgement Form.** Once you have identified a buyer and established a tentative closing date, inform your realtor that this form must be completed and sent to the property manager within 15 days of the closing date. The [PURCHASE APPLICATION](#) is available on the home page on the Association website. The Property Manager will arrange an Orientation Interview with a member of the Board of Directors or a representative and with the prospective buyer.

**Step 4. Prior to Closing.** Once you have established a closing date, the buyer must complete the [NEW OWNER INFORMATION FORM](#). You should supply the new owner with copies of all Association Declaration Documents and all required keys including gate and pool keys.

If you need further information, please contact our Property Manager: [Estuary@tallfield.com](mailto:Estuary@tallfield.com)  
(561)983-6000