



**REQUEST FOR APPROVAL OF SALE OR TRANSFER**

In accordance with the Declaration of Condominium, the following information must be submitted to the Board of Administration of your Condominium Association for consideration before approval is granted for the sale or transfer of your unit. Association approval for any unit sale or transfer will not be withheld without good cause.

RETURN THIS FORM TO: RESOURCE PROPERTY MANAGEMENT

NAME OF CONDOMINIUM ASSOCIATION \_\_\_\_\_  
 UNIT# \_\_\_\_\_ BUILDING \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 PROCESSING FEE OF \$ \_\_\_\_\_ FOR THIS ASSOCIATION IS ATTACHED. PARKING SPACE # \_\_\_\_\_  
 I hereby request permission to: SELL \_\_\_\_\_ TRANSFER \_\_\_\_\_ my above unit to:  
 NAME(S) \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_ PHONE (S) \_\_\_\_\_

Sales Price \_\_\_\_\_  
 Proposed date of closing \_\_\_\_\_  
 Signature of Seller \_\_\_\_\_ Date \_\_\_\_\_

Seller obligated to provide buyer with copy of Registered Condominium Documents.

**PURCHASE APPROVAL REQUEST**

I request approval to purchase unit # \_\_\_\_\_, located at \_\_\_\_\_ Building \_\_\_\_\_. I hereby state that the Seller has made available to me all Condominium Association documents, including all rules and regulations as they pertain to the above unit and to the community, and will turn over the maintenance fee coupon booklet to me. He has also turned over to me 6 pool tags (where applicable). As provided for in the documents, I understand the unit will be limited to "single family" occupancy with restrictions on the number of persons occupying the unit at any one time. I further understand that I must send a certified copy of the deed to the Association, via Resource Property Management, immediately after closing in order for the Association to update its records to reflect the change in ownership.

Number of adults to occupy unit \_\_\_\_\_  
 Number of children to occupy unit \_\_\_\_\_ Birth Dates \_\_\_\_\_

I will be a permanent resident \_\_\_\_\_ I will be a part-time resident \_\_\_\_\_ I plan to rent my unit \_\_\_\_\_  
 Description of pet, if any (only small pets under 20 pounds weight are permitted, if in possession of owner at time of purchase) (See Documents) \_\_\_\_\_

\_\_\_\_\_  
 Witness Signature of applicant  
 \_\_\_\_\_  
 Witness Signature of applicant

Date \_\_\_\_\_  
 \_\_\_\_\_ Do not write below this line \_\_\_\_\_

This request submitted by \_\_\_\_\_ Telephone # \_\_\_\_\_

This request received on \_\_\_\_\_ date \_\_\_\_\_ by \_\_\_\_\_, Property Manager