

Fee for Change of Home Ownership = \$390
Hamlet Homeowners Association

There are three components to a change of home ownership.

- 1 Preparation of a status letter (status report) for the title company. The letter provides up-to-date information regarding, HOA dues, covenants, procedures, and sources for information required when transferring a home to a new owner.
- 2 Document provisioning: Providing copies of governing documents, meeting minutes, and financial reports to the title company for inclusion in the closing documents package.
3. New Owner Set-up: Enrolling the new owner in the systems used by The Hamlet HOA (billing for dues, owner's directory, communication system (e-mail or other), garbage collection procedures, entry gate procedures, gatehouse/mailroom procedures, etc.

The Hamlet HOA charges a fee of \$390 to cover costs associated with these Change of Ownership functions. The fee covers the three components and is not separated into a cost for each function.

The fee is assessed when the status letter (status report) is prepared. The title company will collect the fee at the closing and remit it to The Hamlet HOA.

If the home sale is not completed (i.e., the title company doesn't complete a successful closing), the fee will be cancelled, no fee will be collected, and nothing will be due to The Hamlet HOA.