**TRANSMITTAL**

Homeowners Association

Date:

To: **Ocean Haven**

From:

RE FILE NO.:

**CURRENT OWNER(S):**

Please be advised our office will be handling a real estate transaction for the above captioned property on:

**NOTE TO HOA:**

IF YOU HAVE AN HOA DUES LETTER THAT INCLUDES THE

\*AMOUNT OF DUES \*FREQUENCY OF BILLING \*DATE NEXT PAYMENT IS DUE \*ANY DELIQUENT CHARGES

YOU MAY SEND YOUR LETTER IN LIEU OF FILLING OUT THE BELOW INFORMATION. IF YOU DO NOT HAVE AN HOA DUES LETTER, PLEASE FILL OUT THE BELOW INFORMATION AND SEND TO OUR E-MAIL AT THE BOTTOM OF THIS REQUEST ATA YOUR EARLIEST CONVENIENCE.

Dues are paid: \_\_ Yearly \_\_ Quarterly \_\_ Monthly

\_\_\_\_\_\_ Other (please describe)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of each Installment: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delinquent Amount, if any: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next Installment due date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Assessments, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New owner contribution/Buy in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estoppels/Letter of Assessment Fees, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transfer Fee, if any: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MAILING ADDRESS FOR DUES:**

Please send your HOA Dues Letter or complete the above and return as soon as possible to the email address below: