

LAKE GRANBURY HARBOR OWNERS' ASSOCIATION

3631 Lake Granbury Drive, Granbury, TX 76048 | Office 817-573-6171 | Fax 817-736-2975

LAKEGRANBURYHARBORLGHOA@GMAIL.COM | WWW.LGHOATX.ORG



RESALE CERTIFICATE | PAGE 1 OF 3

Resale Certificate - Property & Buyer Information

Complete one form for each lot/address. Return all pages with required signatures and supporting documents.

TRANSACTION INFORMATION

Date	Seller's Name	Name on HOA Account (if different)

PRIMARY BUYER INFORMATION

Buyer's Name	Buyer's Mobile Phone
Buyer's Mailing Address	
Buyer's Email Address	

BUYER 2 / SPOUSE INFORMATION

Required whether or not listed on the recorded deed. HOA voting is dependent on documented owners.

Buyer 2 / Spouse Name	Buyer 2 / Spouse Mobile Phone
Buyer 2 / Spouse Mailing Address	
Buyer 2 / Spouse Email Address	

PROPERTY INFORMATION

Legal Description: SUBD LAKE GRANBURY HBR	SEC		BLOCK		LOT	
Street Address, Granbury, TX 76048						

If lots are not contiguous or more than one address is involved, a separate form is needed for each address or lot.

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RESALE CERTIFICATE | PAGE 2 OF 3

Account Status & Fees

Association account information and applicable resale-related charges.

ACCOUNT STATUS

Assessments are billed annually on April 1 at \$4.00 per month per lot / collected annually at \$48.00 per year per lot.

Provided the property incurs no further violation costs, this certificate is valid until:

Current Balance on Account \$

FEE SCHEDULE

STANDARD CHARGES

Flat Resale Certificate Fee

\$375.00 per address

Transfer Fee

\$250.00 per lot

OPTIONAL CHARGES - CHECK TO APPLY

☐ Service Fee - \$20.00

☐ Office Fee - \$20.00 (Research)

☐ Rush Service Fee - \$75.00

☐ Update Information / Resale Certificate Fee - \$75.00 per lot

TOTAL AMOUNT TO PAY \$

Optional charges are included only when the corresponding box is checked.

PAYMENT & RETURN INSTRUCTIONS

Make payments to: LAKE GRANBURY HARBOR OWNERS ASSOCIATION

RETURN WITH PAYMENT, COPY OF DEED, SIGNED NOTICE, AND THIS RESALE CERTIFICATE.

This resale certificate is valid only after the Notice to Buyer is signed and returned to the property owners association.

Prepared By / Office Use

Date Prepared



Notice to Property Owners & Signatures

Please review the requirements below. Buyer signatures are required to validate the resale certificate.

NOTICE TO PROPERTY OWNERS

1. Keep your email address, phone number, and mailing address updated with the HOA.
2. Apply for and obtain an HOA permit before beginning improvements, including cleaning or clearing the property, placing any structure or item on the property, or changing the lot in any way.
3. Complete an application and obtain Architectural Review Committee approval before improvements are made, including fences, mobile homes, homes, and storage buildings.
4. Prebuilt structures other than mobile or modular homes are not permitted as living quarters unless authorized by ACC.
5. The owner is responsible for following the Association By-laws and Deed Restrictions applicable to the lot.

All Association documents can be found at WWW.LGHOATX.ORG

BUYER ACKNOWLEDGMENT

Your signature below confirms receipt of the above information and acknowledgment of the stated requirements.

Buyer's Printed Name

Buyer 2 / Spouse Printed Name

Buyer's Signature (type full legal name)

Buyer 2 / Spouse Signature (type full legal name)

Buyer's Signature Date

Buyer 2 Signature Date

LGHOA BOARD OF DIRECTORS AUTHORIZATION

Authorized Signature / Name and Position

Date

SIGNATURES ARE REQUIRED TO VALIDATE THE RESALE CERTIFICATE.



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RESALE PACKAGE COVER SHEET

Property identification and document delivery checklist

PROPERTY AND TRANSACTION INFORMATION

Property Street Address

Certificate / Reference No.

Seller / Current Owner

Date Prepared

Buyer

Closing Date (if known)

Legal Description

Section

Block

Lot(s)

DOCUMENTS INCLUDED WITH THIS PACKAGE

- ☐ Resale Certificate
- ☐ Account / Assessment & Closing Statement
- ☐ Buyer Governing Documents Acknowledgment
- ☐ Current Deed Restrictions / Subdivision Restrictions
- ☐ Current Bylaws
- ☐ Current Rules / Regulations
- ☐ Other documents or attachments listed below

Other Documents / Notes

Association Use

Prepared By

Authorized By



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ACCOUNT, ASSESSMENT & CLOSING STATEMENT

Use with the resale certificate to clearly identify amounts and requested services

PROPERTY ACCOUNT SUMMARY

Property Street Address

Account / Lot No.

Owner of Record

Statement Date

Number of Lots

Annual Assessment per Lot

\$48.00

Current Account Balance

ACCOUNT / PROPERTY STATUS

Account Current

☐ Yes

☐ No

Outstanding Violation(s)

☐ Yes

☐ No

Special Assessment(s) Due

☐ Yes

☐ No

Other Outstanding Charges

☐ Yes

☐ No

Status Details / Violations / Special Assessments / Other Charges

FEES AND AMOUNTS DUE

Charge	Amount	Apply?
Annual assessment / account charges due		As applicable
Flat Resale Certificate Fee - per property address		Standard
Transfer Fee - per lot		As applicable
OPTIONAL Service Fee		☐ Requested
OPTIONAL Office / Research Fee		☐ Requested
OPTIONAL Rush Service Fee		☐ Requested
OPTIONAL Update Information / Resale Certificate Fee		☐ Requested

TOTAL AMOUNT DUE

Payment / Closing Notes



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BUYER GOVERNING DOCUMENTS ACKNOWLEDGMENT

Receipt and understanding of association documents and property responsibilities

BUYER AND PROPERTY INFORMATION

Buyer Name

Buyer 2 / Spouse

Property Street Address

Date

DOCUMENTS RECEIVED / MADE AVAILABLE

- ☐ Deed Restrictions / Subdivision Restrictions
- ☐ Bylaws
- ☐ Rules / Regulations
- ☐ Resale Certificate and account information
- ☐ Architectural / permit requirements

OWNER RESPONSIBILITIES ACKNOWLEDGMENT

1. I understand that current email, phone, and mailing information should be maintained with LGHOA.
2. I understand that an HOA permit is required before beginning improvements or changes to the property.
3. I understand that Architectural Review Committee approval may be required before improvements are made, including fences, mobile homes, homes, and storage buildings.
4. I understand that prebuilt structures other than mobile or modular homes are not permitted under the notice included with the current resale certificate.
5. I understand that the property owner is responsible for following the applicable bylaws and deed restrictions.

- ☐ I acknowledge receipt of the information above and understand that I am responsible for reviewing and complying with the governing documents applicable to the property.

Buyer Signature / Typed Name

Date

Buyer 2 / Spouse Signature / Typed Name

Date

Association reminder: Return completed documents, required signatures, and closing/payment items to LGHOA.