

# APPLICATION FOR TRANSFER OF OWNERSHIP AND/OR OCCUPANCY



This form shall be submitted for Executive Board approval prior to a unit owner executing a binding agreement to sell, transfer, give, lease or otherwise assign any Unit. (Ref. Briar Lake Declarations, Article VI, Section 6.1.g)

Mail the form to **Horst Property Management/ c/o Daryl Tluczek / Po Box 3330 / Lancaster, PA 17604-3330.**

**UNIT OWNER NAME(S) (Please print)**

\_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PROPOSED TRANSFER ACTION** (check one) ☐ Sale ☐ Occupancy Change

**LIST ALL OCCUPANTS (List each on a separate line/ Use back of page if necessary)**

| Occupant name and present address | Owner (Check one)   | Date of Birth | Proof of age (attach copy) |
|-----------------------------------|---|---------------|----------------------------|
|                                   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |               |                            |
|                                   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |               |                            |
|                                   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |               |                            |

**SIGNATURE OF UNIT OWNER(S):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_  
**DATE:** \_\_\_\_\_

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**FOR BRIAR LAKE EXECUTIVE BOARD**

Date Application Received: \_\_\_\_\_

Board Determination: (check one)

- ☐ Consent Granted
- ☐ Additional Information Requested (Attach Explanation)
- ☐ Consent Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_