



## Townhome / Condominium Buyer Acceptance of Association Documents & New Owner Information

All documents herein for \_\_\_\_\_  
(Association Name)

have been provided along with contact information below to Property Management by Design to set up a new account for the address located at \_\_\_\_\_  
(Property Address)

and will formally close on \_\_\_\_\_.  
(closing date)

The following documents have been provided (if applicable) by the buyer agent(s):

1. Homeowners Associations Declaration
2. By-Laws
3. Articles of Incorporation
4. Covenants and Amended Covenants
5. Rules and Regulations
6. Last Three (3) Monthly Association Board Minutes
7. Prior Year of Annual Association Minutes
8. Current Profit & Loss Statement or Budget
9. Master Insurance Policy

**Buyer 1**

**Buyer 2**

Name \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Buyer Signature) (Date)

\_\_\_\_\_  
(Buyer Signature) (Date)

\_\_\_\_\_  
(Buyer Agent) (Date)

Please send this completed form to [ADMIN@PM-ByDesign.com](mailto:ADMIN@PM-ByDesign.com). This form is required prior to an affidavit of release being signed. It is the responsibility of the buyer or buyer's agent to notify Property Management by Design once the property has closed.