

TAHI Site Transfer Checklist

Inform current board member responsible for membership of upcoming property transfer.

Contact the board member responsible for permits to Initiate site inspection. It's recommended to have the inspection completed and any issues remediated prior to transfer.

Description of any site issues will be communicated to seller and a written description of issues filed in property folder(s) in the office.

Contact Treasurer to make sure all assessments and electric fees are paid.

Secure copy of TAHI Transfer form — Available online and in the Clubhouse

Submit TAHI Transfer paperwork, signed by both seller and buyer, to board member responsible for membership.

Give \$500 check for Transfer process to board member responsible for membership or treasurer.

Return any original lot certificate(s) board member responsible for membership.

Receive a copy of lot certificate(s) in new buyer's name. Original certificate(s).