

Property Transfer Application Process

CENTURY VILLAGE EAST

OWNER

RENTER

**Property Transfer
Application is submitted
to Building Association's
Management Company**

- Application Includes:**
- Copy of the Property Transfer Agreement
 - Copy of Photo I.D.
 - Resident Emergency Information Form
 - Service/Support Animal Application (if needed)



Upon Submitting Application:
Background Check is performed by Management Company. If the building association is waiving background, a signed letter from the building association must be attached to the application.

- Approved Circumstances for
Waiving Background:**
- Resident renter renewing lease of the same unit.



Management Company endorses application to indicate a background criminal and financial check was performed. Original completed application is forwarded to CenClub for data entry.

This includes:

- Property Transfer Application
- A copy of photo identification
- A copy of the property transfer agreement



CenClub generates 3 copies of the Certificate of Approval form (COA) and returns to the management company along with application. Management Company sends application, COAs, and supplemental documents to the Building Association.

**Approval or Denial of Applicant by
Building Association:**

APPROVED



- Applicant Approved**
- One original signed and sealed Certificate of Approval Form is returned to the CenClub ID Office.
 - One original signed and sealed COA to be acquired by realtor, title company, or applicant.
 - One original Certificate of Approval Form kept by Building Association for records along with all other information provided.

Applicant Denied
Rejection Letter is to be submitted to CenClub and sent to applicant by Building Association.

DENIED



Issuing an ID

After current resident ID card(s) turned in, new ID will be issued.
If Warranty Deed has not been recorded, a temporary ID is issued to owner(s) for 30 days
Approved Resident receives a Resident Guide

