

WYNDMOOR AT THE HIGHLANDS ASSOCIATION, INC.

c/o Surf Site Property Management ♦ 201 West Sylvania Avenue – Suite 1 ♦ Neptune City, NJ 07753
Phone: 732-869-4450 ♦ Facsimile: 732-869-4460 ♦ www.surfsitemgmt.com

RESALE NOTIFICATION FORM

A Resale Notification Form must be filed with the Financial Managing Agent of Wyndmoor at The Highlands Association a minimum of three (3) weeks in advance of a scheduled closing. Upon receipt of the Resale Notification Form and Indemnification Agreement, the following information will be provided:

1. **A Statement of Account of the individual unit owner will be prepared. The Statement of Account will list fees owed to the Association, reimbursements due to the seller, and the notation of any liens by the Association on the property.**
2. **An outline of fees to be collected from the buyer at closing. This will include a fee payable to Surf Site Management and a listing of all fees due to the Association: Capital Contribution, Escrow balance, pro rata assessments, etc., and any monies to be reimbursed to the seller. Also included will be information on any possible anticipated or initiated Special Assessments.**
3. **A packet of information about the Association, and a list of items to be transferred from the seller to the buyer. (Public Offering Statement, Master Deed and By-Laws, Homeowners' Guide, etc.) If the seller does not have a copy of the POS or Master Deed and By-Laws, the fees for replacement of those items will also be listed.**
4. **The name and address of the Association Insurance Agent, from whom a certificate of insurance must be obtained for the new mortgagee.**

Complete the attached notice of Transfer of Title, and return it to:



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**NOTICE TO THE ASSOCIATION OF TRANSFER OF TITLE
AND
REQUEST FOR STATEMENT OF ACCOUNT**

Unit # _____
(Date of Closing)

(Name of Current Owner)

(Phone of Current Owner)

(Forwarding Address for Owner Following Closing)

Owner's Attorney (Name, Address and Phone & Fax Numbers)

(Name and Phone Number of New Purchaser)

(Current Mailing Address)

Purchaser's Attorney (Name, Address and Phone & Fax Numbers)

The above transfer of title has been scheduled. Please prepare a Statement of Account and other appropriate transfer of title information for the unit owner listed above.

Signature of Owner(s)

Date

Signature of Owner(s)

Date