
Colleen Bush
Colleen.bush@henlaw.com

REQUEST FOR ASSESSMENT AND TRANSFER INFORMATION

SELLER:

BUYER:

PROPERTY:

TO: Bonita Springs Country Club
bsccca.org@gmail.com

DATE:

1. With respect to MAINTENANCE, please advise:
 - A. How often is the maintenance payment due? _____
 - B. The present maintenance payments are: \$ _____
 - C. The date owner last paid maintenance was: _____
For Quarter ending: _____
 - D. Is a change in the maintenance expected? _____
When will it be? _____
What will the new amount be? _____
 - E. Amount of penalty for late payment, if any? \$ _____

2. If there are OTHER payments required, please give the information here:

3. With respect to SPECIAL ASSESSMENTS, please advise:
 - A. Are there any unpaid special assessments against the Unit/Lot? _____
If your answer was yes, please state:
 - (1) The amount of the assessment(s): \$ _____
 - (2) The balance due on assessment(s): \$ _____
 - (3) Nature of assessment(s): _____
 - (4) When payments are due: _____

 - B. Do you anticipate making a special assessment within the next 3 months? _____
If yes, please state the amount \$ _____, and the nature: _____

4. Is there a TRANSFER FEE when a lot/unit is sold? _____ If so, how much? \$ _____
Has it paid on this unit/lot? _____
Is the buyer or seller responsible for this fee _____

1003383096. Is there a RESALE RESERVE ASSESSMENT when a lot/unit is sold? _____
If so, how much? \$ _____
Was it paid on this unit/lot? _____
Is the buyer or seller responsible for this fee? _____

1003383097. Is a Certificate of Approval required? _____
If so, please prepare one in the name of the buyer(s) listed on page one, fax a copy and send the original to the address on page one so that we can record it.

1003383098. Is an application for membership required? _____
Have you received it? _____ Is there a fee required? _____ Has it been paid? _____

1003383099. Is there any other condominium association, homeowners association or master association that assessments are due to or who we should contact? _____ If so, please provide contact information. _____

1003383100. Are there assigned parking spaces/garages? _____. If so, what spaces/garages are assigned to this unit? _____ Owner has sole right to transfer the right-to-use this space.

1003383101. Please provide the name, address and phone number of the insurance carrier. _____

Please fill in the above information, sign below, and fax to me. Thank you for your assistance in this matter.

Very truly yours,

Colleen Bush
For the firm

Dated this _____ day of _____, 20__.

By: _____

Title: _____

Phone Number: _____

Address: _____