



INFORMATION FOR HOME PURCHASE TRANSFER

In order to expedite the preparation of Transfer Letters for real estate closings involving Condominium and neighborhood Associations managed by Keith S. Collins Company, please complete the information below and fax to 901-753-6215:

Condo/Neighborhood Association: _____

Home/Unit Address: _____

Lot/Unit Number: _____

Mailing Address if different from above: _____

Seller's Name: _____

Buyer's Name: _____

Closing Date: _____

Closing Agent: _____

Attention: _____

Fax Number: _____

Phone Number: _____

Comments: _____

KCC-LLC Reference Number _____ (for management company use)

Your request will be processed on the day received if submitted by 4:00PM. A Transfer Letter with information regarding balances owed, Association assessment billing instructions, etc. will be prepared and returned to you via fax.

A \$100.00 transfer fee will be due and payable for processing this request. Please issue a separate check payable to Keith Collins Company for this amount.

Thank you.



3036 Centre Oak Way :: Germantown :: TN 38138-6302
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