



TRANSFER PACKAGE AGREEMENT & PROCESS

Package Being Purchased for unit # _____-East

Date of Package Request: _____

Requested by: _____

Payment Received _____

Management Acknowledgement: _____ Date _____

- Please be advised that once we receive the request and payment, we require up to 5 **business days** to prepare the package. Date available _____
- We need original documents of the Seller's Application, Buyer's Application and Shareholder Information Sheet to process a transfer request.
- In addition to the documents in your resale package, we require a photo copy of the sales contract.
- Please submit a copy of this application with the transfer docs.
- Please remember to have the lender sign off on the "Recognition Agreement." A copy of the approved "River Place East Recognition Agreement" is available on the River Place East website or in hard copy at the management office.
- Transfer packages are required to be submitted in full by the close of business on Tuesday the week prior to the monthly board meeting. The board meets on the Third Wednesday of each month.

Date of Next Board meeting _____

Thank you,
River Place East Management Office