

Realtor's Checklist for Transfers

All Kings Point Associations require the following information attached to a completed Transfer Application Form* before the Association will approve the sale. Transfer Applications **must be submitted ten (10) days prior** to closing. Transfer applications, addendums and pet agreements are located on the kpscc.com website go to the Continental Group Inc tab, under Forms & Documents, scroll down the page and Look for the Association find the Transfer Addendum or at the Continental Group's office.

1. Listing Agreement when realtor is signing on behalf of Seller or buyer.
2. Proof of Age (copy of Passport, Drivers License or State ID card) for all owners and occupants.
3. Transfer Fee made payable to the Association. (Please see the Lease and Transfer Information form located on the website for fees)
4. Transfer Addendum* appropriate to Association.
5. Pet Agreement* and Pet Deposit (if applicable) Separate check payable to the Association.

When all this information is received the Association is given preliminary notification of the sale.

Settlement Statement - When the HUD statement is received The Continental Group will process the transfer paperwork for badges, Kings Point vehicle decal(s) and a *Certificate of Approval of Conveyance* is filed with the Hillsborough County Clerk of the Court on behalf of the association. Continental issues temporary passes to unit owners until the Association and The Continental Group have signed all transfer paperwork.

New residents need to attend Orientation, which is held every other Thursday from 9:30 – 11:00 A. M. residents must sign up in advance with The Continental Group (813-642-8990) to attend Orientation.

*Forms are available on the kpscc.com website or through The Continental Group 813-642-8990.