

**1730 PARK STREET OFFICE CONDOMINIUM ASSOCIATION**  
**Transfer of Ownership or Rental Disclosures**

**I, the Seller/Lessor, have explained to the purchaser/lessee, the information specified below:**

1. That upon the sale or lease of this unit, the new owner/tenant must register with the Association. The following information/materials will be needed to register:
  - a. The number of Key Cards required
  - b. Emergency contact information
  - c. Art work for new signage and directory information
  - d. Move out and move in dates for preparation of elevators and exterior doors
  - e. Security deposit for damage to common elements during move, and
  - f. Proof of insurance naming the association as an additional insured from moving company

**I, the Seller/Lessor have provided to the buyer the following documents:**

1. The Declaration & By-Law and Rules and Regulations of the Association.
2. The information in the New Owner/Tenant Package provided by the Association.

**I, the Seller/Lessor understand the following requirements related to the transfer or lease of condominium:**

1. That the sale or lease of any condominium within the Association requires a \$500.00 fee for new wall signage, key cards, building directory signage and processing. A \$1,000.00 refundable security deposit shall also be required from the selling owner to protect the association in the event of damage to the common elements when moving out of the building. Any damage caused to the common elements by the new owner or tenant can be assessed to that unit through the standard procedures. A building standard one color Plexiglas sign will be ordered and installed by the Association (additional charges may apply due to logos or other artwork) and information/name strips will be installed in the building directory. Please make check payable to **1730 PARK STREET OFFICE CONDOMINIUM ASSOCIATION**.
2. That this application **MUST** be properly completed and returned to the Association's office, together all fees and deposits, **at least 14 days prior to closing**. Additional fees and/or delays for temporary signage or changes to the building directory may result if adequate notice is not provided to the Association.
3. A paid assessment letter (clear letter) will be issued within five (5) business days after one is requested. A certificate of insurance can be obtained directly from the Association's insurance agent.

We, the undersigned Seller(s)/Lessor(s) and purchaser(s)/Lessee(s), certify that we have read and understand the above information and that any information that I provided is true and correct. I further certify that I have read all information contained in this document and the other documents which govern the 1730 PARK STREET OFFICE CONDOMINIUM ASSOCIATION, including the notices concerning my rights and obligations and the Association's Declarations, By-Laws and Rules.

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Current Owner(s)/Seller(s)/Lessor(s)

Date

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New Owner(s)/Purchaser(s)/Lessee(s)

Date

**1730 PARK STREET OFFICE CONDOMINIUM ASSOCIATION**

**Transfer of Ownership/Lease Form**

*PLEASE PRINT ALL INFORMATION CLEARLY*

UNIT #: \_\_\_\_\_ UNIT'S ADDRESS: \_\_\_\_\_

**Section I (to be completed by the Seller/Lessor)**

**Seller Information:**

Name or company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Facsimile Number(s): \_\_\_\_\_

Forwarding Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

Forwarding Phone Number: \_\_\_\_\_

**Section II (to be completed by the Purchaser/Lessee)**

**Purchaser Information:**

*New Owner's/Lessee's name(s) must be written as it will appear on the deed or lease.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

On Site Phone Number: \_\_\_\_\_ Off Site Emergency Number(s): \_\_\_\_\_

**Section III (to be completed by the Purchaser/Lessor)**

Number of Employees: \_\_\_\_\_

Nature of business: \_\_\_\_\_

Name(s) to be listed in building directory:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(use additional sheets if necessary)

**Note:** The foregoing information is requested to assist the Association in providing consistent signage and to provide the Association the ability to contact you in the case of an emergency. Your cooperation is requested by notifying the Association manager of any changes to the information provided.

**1730 PARK STREET OFFICE CONDOMINIUM ASSOCIATION  
POLICIES & PROCEDURES REGARDING  
RENTAL RESTRICTIONS**

Selling or leasing your condominium at 1730 PARK STREET OFFICE CONDOMINIUM ASSOCIATION is governed by the Rules and Regulations of the Association. The first step is to obtain and review the Transfer of Ownership/Lease Forms, Buyers Agreement, the current budget, insurance information and other information, some of which you will need to provide to the purchaser.

The second step is to provide all of the information requested on the transfer forms and have them signed by both the current owner and the Purchaser/Lessee. If you are renting your unit the lease must be for a period of at least one year. Renters are required to pay the same transfer fee as a new Owner because many of the costs associated with a new tenant (signage, record keeping, etc.) are the same for a renter as a new owner. You should then return the completed forms, accompanied by a copy of the sales contract or Lease the \$500.00 transfer fee, to the Association's office. You should return these documents and transfer fee as soon as possible but no later than ten days prior to closing. Failure to return the required information in a timely manor could result in an additional fees and/or delays in your closing and the new signage.

Once you have submitted the requested information and fee, a paid assessment letter or "clear letter" will be prepared for your closing if you are selling. If you are selling or leasing, wall signage and directory information will be ordered and a Temporary sign will be provided for the new owner or tenant.

If you have any questions regarding the information above please feel free to contact the Associations' manager.