

# RIVENDELL COMMUNITY

## NEW OWNERS TRANSFER FORM

### PERMANENT MAILING ADDRESS

Please complete the ownership change of information and return to JoAnn Tubbs at Casey Management ([jtubbs@caseymanagement.com](mailto:jtubbs@caseymanagement.com)) or fax 941-921-2254.

PLEASE BE SURE TO PROVIDE THE ADDRESS YOU WILL BE USING **AFTER** THE CLOSING OF THIS PROPERTY.

It is the buyer's responsibility to update Casey Management with their permanent mailing address and contact information. If this information is not provided we cannot be responsible for delivery of important documents such as Association Mailings, Invoices and Coupon Books which could result in the new owner owing late fees on Association dues that are not paid by the due date.

It is also important that the SELLER call Casey Management and or call the Association Bank to cancel any automatic withdrawals. Auto Debit (Electronic Payments) will continue until the seller informs the bank of the sale. It is not the responsibility of Casey Management.

Seller(s) Name: \_\_\_\_\_

Buyer(s) Name: \_\_\_\_\_

#### Permanent Mailing Address Information:

Address \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone (H) \_\_\_\_\_ (Cell) \_\_\_\_\_ Office \_\_\_\_\_

Phone (H) \_\_\_\_\_ (Cell) \_\_\_\_\_ Office \_\_\_\_\_

Email: \_\_\_\_\_