

[Current Date]

[Homeowners Association Name]

[HOA Board of Directors or Management Company]

[HOA Mailing Address]

[City, State, Zip Code]

RE: NOTICE OF PROPERTY TRANSFER / CHANGE OF OWNERSHIP

To the Board of Directors,

Please be advised that the property located at the address below has been transferred to a new owner effective [Date of Closing/Transfer].

Property Information:

Property Address: [Property Address in the Association]

Assessor's Parcel Number (APN): [Insert APN if known]

Previous Owner Information:

Name: [Seller's Name]

Forwarding Address: [Seller's New Mailing Address]

Phone Number: [Seller's Phone Number]

New Owner Information:

Name: [Buyer's Name]

Mailing Address: [Buyer's Mailing Address]

Phone Number: [Buyer's Phone Number]

Email Address: [Buyer's Email Address]

As of the transfer date, all future assessments, dues, and official correspondence should be directed to the new owner at the contact information provided above. Attached to this letter is a copy of the [Grant Deed / Settlement Statement] as proof of transfer.

Please update your records accordingly and provide the new owner with any necessary access codes, community rules, or payment portal information.

Sincerely,

[Signature]

[Printed Name]

[Title: e.g., Seller, Buyer, or Closing Agent]