

**Westminister Village Homeowners Association  
Closing Letter & Homeowner Transfer**

Please collect the following applicable fees at closing and forward **With a Copy of This Form and Settlement Statement** to the Association via mail or email to the information listed below. Checks for the Association dues and fees need to be made out to the Association and mailed to the address listed below.

*The information on this form is considered confidential.*

Today's date \_\_\_\_\_

Closing date \_\_\_\_\_

Property Address \_\_\_\_\_ is in good standing with HOA.

Seller(s) \_\_\_\_\_

Buyer(s) \_\_\_\_\_

Closing Packet Request by: \_\_\_\_\_ Sent To: \_\_\_\_\_

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**Transfers will not be made to Association records until all fees are paid and documents are received.**

**Association Fee Information:**

**Membership Dues:** \$350.00 to be paid by January 31<sup>st</sup> each year.

**Membership Dues received after January 31<sup>st</sup>** are subject to a \$35.00 late fee.

**Closing Letter & Homeowner Transfer Form Fee:** \$25.00

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Association Fees Due from Seller:

Outstanding Membership Dues: \_\_\_\_\_ Late Fees: \_\_\_\_\_ Closing Letter: \_\_\_\_\_

Association Fees Due from Buyer:

Current Year Membership Dues: \_\_\_\_\_

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*Please Allow up to Five (5) Business days for processing. Thank you for your assistance, if further information is needed please contact our Association's Secretary via phone, email or mail at the information provided below.*

***\*\*The information on this form is considered confidential.***

Additional Information: \_\_\_\_\_

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