

**FSTC Office Use Only**

Transfer Approval Date: \_\_\_\_\_

OR Date & Time: \_\_\_\_\_

**FAIRHOPE SINGLE TAX CORPORATION TRANSFER LETTER**

Email this completed letter to *transfers@fairhopesingletax.com*

Form must be completed in its entirety.

Please refer to transfer procedures for additional information.

It is very important that this information is ACCURATE. There is a \$150.00 rework fee if changes occur after FSTC has already prepared the file.

**Information about the Transfer**

<b>Today's Date:</b>	
<b>Address of Property to be Transferred:</b>	
<b>Consideration/Purchase Price:</b>	
<b>Closing Location</b> (Include contact name, company, and email address.):	
<b>Anticipated Date of Closing:</b>	
<b>Will this be a Mailout for either Buyer or Seller?</b> (Mailouts are highly discouraged as they delay closings.)	<input type="checkbox"/> Yes For Buyer <input type="checkbox"/> Yes For Seller <input type="checkbox"/> No
<b>If, Yes for Buyer. <u>Physical Mailing Address for Buyer:</u></b>	
<b>If, Yes for Seller. <u>Email Address for Seller:</u></b>	
<b>Will a Power of Attorney (POA) be used by either Buyer or Seller? If, Yes, have you attached a copy of the Power of Attorney?</b>	<input type="checkbox"/> Yes For Buyer and POA is attached <input type="checkbox"/> Yes For Seller and POA is attached <input type="checkbox"/> No

<b>Information about the Seller</b>
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<b>Seller's Name</b> (Exactly as it appears on their current Lease.):	
<b>Is Seller a Corporation, LLC, Trust, Estate, IRA, or other entity?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If, Yes, have you attached the governing documents for the entity which sets forth the Authorized Signor(s)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If, Yes. Name of Authorized Signor(s)</b> (Exactly as it will appear on all closing documents.):	
<b>Seller's Representative</b> (Include name, company, and email address.):	

<b>Information about the Buyer</b>
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<b>Buyer's Name</b> (Exactly as it will appear on all closing documents. With OR without Rights of Survivorship?):	
<b>Is Buyer a Corporation, LLC, Trust, Estate, IRA, or other entity?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If, Yes, have you attached the governing documents for the entity which sets forth the Authorized Signor(s)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If, Yes. Name of Authorized Signor(s)</b> (Exactly as it will appear on all closing documents.):	

<b>Buyer's Representative</b> (Include name, company, and email address.):	
<b>Buyer's Preferred Mailing Address after Closing</b> (I.e., the address FSTC will use to send correspondence to the Buyer/Lessee after they have closed on this property.):	
<b>Buyer's Preferred Phone Numbers after Closing</b> (Include phone numbers for each lessee listed on the lease.):	
<b>Buyer's Lender for this Property</b> (Include name, address, and whether Buyer will be escrowed for taxes. If cash, state cash.):	

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*[Signature of Seller OR Seller's agent]*

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*[Printed name of signatory]*