



336 Fairhope Avenue • Fairhope, Alabama 36532 • (251) 928-8162 • FAX (251) 928-8203
transfers@fairhopesingletax.com

October 1, 2020

NOTICE

The Fairhope Single Tax Corporation Office will be CLOSED October 26th through October 30th (Monday – Friday) for installation of our new computer system. There will be no Orientations scheduled, no Rent Statements or Refinance Statements provided, and no email or phone calls.

To receive a Transfer Approval Date and schedule an Orientation *prior to the week of October 26th*, the Transfer Letter and any required documents must be received **by 9:00 a.m., Friday, October 16th, 2020.** This is a one-time shortened time frame.

All transfer letters received after 9:00 a.m., Friday, October 16th, 2020 will receive a Transfer Approval Date after Wednesday, November 4, 2020. This is a one-time shortened time frame.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jennifer Evans Sanford", is written over the word "Sincerely,".

Jennifer Evans Sanford
FSTC, Office Manager