

FSTC Office Use Only

Transfer Approval Date: _____

OR Date & Time: _____

FAIRHOPE SINGLE TAX CORPORATION TRANSFER LETTEREmail 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

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

Information about the Seller

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

Information about the Buyer

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

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

[Signature of Seller OR Seller's agent]

[Printed name of signatory]