



TO: Realtors / Closing Agents of Property in 3 Cherry Way, Denver NC 28037-9011

Please assist the 3CW HOA in facilitating the property transfers occurring in the 3 Cherry Way community. We have developed this list of items that will contribute to a successful transaction for all parties during the transfer.

- 3 Cherry Way Homeowners Association Recording Secretary shall provide:
 1. An estoppel letter, also known as a demand letter, to the closing agent within five (5) business days of request, outlining the 3CW account status and HOA settlement fees for the sale of the 3CW property. Email address: 3cw.rds@gmail.com
- Realtors shall provide new Owners, before or at closing as appropriate:
 1. Copy of all 3CW governing documents, or direct new owners to www.3cherrywayhoa.com for document review.
 2. Age Verification Form (enclosed)
 3. 3CW Property Registration Form (enclosed)
 4. Email Authorization Form (enclosed)
 5. Resident/Tenant Receipt of Governing Documents (enclosed)
 6. 3 Cherry Way Homeowners Association Policy for the Use of Golf Carts (enclosed) (if applicable)
 7. 3CW address mailbox keys, two (2) (from seller)
 8. 3CW community center door code (from seller)
- New Owners shall provide to the 3CW HOA, at closing (all documents forwarded to 3CW HOA):
 1. Completed 3CW Age Verification Form
 2. Legible copy of driver's license or state ID showing date of birth for each titled Owner **AND/OR** Resident, if different or additional.
 - a. Satisfies HUD age verification requirements for 55+ community
 3. Completed 3CW Property Registration Form
 - a. Identifies LEGAL owner(s) of property and provides all contact information necessary for the 3CW Homeowners Association.
 - b. If property is owned by a TRUST, the TRUST name must be listed where indicated.



Lake Norman's Premier Active Adult Community

- i. TRUSTEE names must also be listed where indicated and must include all Trustee contact information.
 - c. Residents, if different from owner, and their contact information must also be listed.
- 4. Completed Email Authorization Form
 - a. Allows 3 Cherry Way HOA to send electronic (email) official universal HOA information via email instead of U.S. Mail (USPS).
- 5. Completed Resident/Tenant Receipt of Governing Documents.
- 6. Homeowners Insurance Declaration Page (from Homeowner).
- 7. Homeowners Declaration Page for the One Million Dollar Rider/Umbrella with 3 Cherry Way as interested party. (from Homeowner)
 - a. Yearly renewal Declaration Pages need to be sent to 3CW HOA by the homeowner or the insurance company.
- 3 Cherry Way Homeowners Association shall provide:
 - 1. Email address for all 3CW questions: 3cwhoa@gmail.com
 - 2. 3CW website www.3cherrywayhoa.com ; password for restricted area will be provided upon request.
 - 3. Assistance with community and information as requested.

Mail all information to: **3CW HOA**
8886 Sweet Cherry Lane
Denver, NC 28037-9011