

PROPERTY HAS BEEN SOLD

What is the address of the property sold: _____

Who is/are the Section tenant(s): _____

Who is the current owner (name & owner ID): _____

When did the title transfer?: _____

The new owner will need to bring or fax a copy of the settlement papers showing the address of the property, old owner, new owner and date title transferred.

If this is a Land Contract, we need a copy of the Land Contract with the stamp on it that it has been filed with the Courts.

If this involves several tenants, we may need one person to coordinate to save the owner time and confusion.

We will need to look at all tenants involved to determine whether it is a contract assignment or New Contracts & Leases.

Who is the new owner? (name, address, phone number, SS# or Fed ID, fax #):

COMMENTS: _____

Who took this information: _____

Date: _____

Give this form to Carol Langham with copies of all of the above documentation. This will need to go in the old owner's file, new owner's file and the files of all tenants involved.
Please note: settlement papers do not go into tenant's files.