



4502 Inverrary Boulevard, Lauderhill, FL 33319

Enter Community Name: _____

New Owner(s) Transfer Form

Please mail this COMPLETED form, along with transfer fee, final closing statement & Deed to:
On Call Management- Unit Closings/ Transfers
4502 Inverrary Blvd
Lauderhill, FL 33319

Transfer fee in the amount of \$100.00 MUST payable to On Call Management, LLC ONLY.

Closing Date: _____ Property Address: _____

Please Check One: Owner Occupied Tenant Occupied- Investment Unit

Primary Owner Name (as it appears on Deed): _____

Second Homeowner Name (as it appears on Deed): _____

Will this unit now or in the future be managed by a third party? Yes No – IF Yes, please use the management company’s contact info to complete the fields below. (Please provide us with a copy of a formal signed management agreement in order to grant any third party as authorized representative for this unit)

U.S Mailing Address: _____

Phone Number(s): (_____) - _____ (_____) - _____

Primary E-Mail: _____ Secondary E-mail (cc): _____

Emergency Contact- please list someone with a spare key (if available):

Name/Relationship to Owner: _____

Address/Phone#: _____

Unit owners and their designated parties are responsible for informing the association through this management company of any changes to any contact information at any point in time. Please make sure all future changes to contact information on file are made in writing, such as new mailing address, phone numbers or changes in management. Changes in writing are mandatory, to avoid any miscommunication or missing any important association material such as account statements or annual mail outs. You may e-mail info@oncallmgmt.com OR mail your written request to our office

Thank You!