



# StillWaters

*Residential Association, Inc.*

## WELCOME PACKET REQUEST

**CURRENT OWNER:** \_\_\_\_\_

PROPERTY DESCRIPTION (Area and Lot No.) \_\_\_\_\_

**NEW OWNER INFORMATION:**

NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**REALTOR INFORMATION:**

REALTOR/AGENT NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

DATE WELCOME PACKET NEEDED \_\_\_\_\_

**PLEASE NOTE:**

- In order for the new owner(s) to receive a welcome packet from the SWRA office, the required \$500.00 transfer fee and/or any other outstanding fees must be paid upon closing.
- This form should be submitted by the agent to provide the new owner a welcome packet upon closing or if to be picked up by new owner at the SWRA office.
- The agent may send the request form via mail, fax or hand delivery to the SWRA office. Regular office hours are 9:00 AM - 4:00 PM, Monday, Tuesday, Thursday, Friday and 9:00 AM – 12:00 PM, Wednesday
- Please allow the SWRA office at least one (1) business day to process a welcome packet request.

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