



ORANGE COMMONS HOMEOWNERS ASSOCIATION, INC
REQUEST FOR RESALE CERTIFICATION

PROPERTY ADDRESS: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_/\_\_\_\_/20\_\_\_\_

SELLER INFORMATION:

BUYER INFORMATION:

NAME: \_\_\_\_\_
FORWARDING
ADDRESS: \_\_\_\_\_
EMAIL: \_\_\_\_\_
PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_
CURRENT
ADDRESS: \_\_\_\_\_
EMAIL: \_\_\_\_\_
PHONE: \_\_\_\_\_

SELLER REAL ESTATE AGENT (IF ANY):
NAME: \_\_\_\_\_
COMPANY: \_\_\_\_\_
ADDRESS: \_\_\_\_\_
EMAIL: \_\_\_\_\_
PHONE: \_\_\_\_\_

BUYER REAL ESTATE AGENT (IF ANY):
NAME: \_\_\_\_\_
COMPANY: \_\_\_\_\_
ADDRESS: \_\_\_\_\_
EMAIL: \_\_\_\_\_
PHONE: \_\_\_\_\_

SELLER ATTORNEY:
NAME: \_\_\_\_\_
FIRM: \_\_\_\_\_
ADDRESS: \_\_\_\_\_
EMAIL: \_\_\_\_\_
PHONE: \_\_\_\_\_

BUYER ATTORNEY:
NAME: \_\_\_\_\_
FIRM: \_\_\_\_\_
ADDRESS: \_\_\_\_\_
EMAIL: \_\_\_\_\_
PHONE: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_
PHONE: \_\_\_\_\_
ANTICIPATED CLOSING DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_

IMPORTANT NOTICE:

Buyers must submit the new owner transfer form (below) along with their payment of the \$100 transfer charge at closing. Ensure buyers, or their attorney, submit this to the Orange Commons Homeowners Association immediately after closing to finalize processing of their purchase with the Association.

2024 ADMINISTRATIVE FEE: \$0
NO PAYMENT IS DUE FOR REQUESTS IN 2024

The buyer or either attorney should email board@orangecommons.com to communicate the actual closing date.

EMAIL COMPLETED REQUEST TO:
BOARD@ORANGECOMMONS.COM



ORANGE COMMONS HOMEOWNERS ASSOCIATION, INC
NEW OWNER TRANSFER FORM

Welcome to your new home and the Orange Commons Community!
New owners in the community must submit this form to ensure we can update the file for your property.

PROPERTY ADDRESS: \_\_\_\_\_

DATE OF CLOSING: \_\_\_\_/\_\_\_\_/20\_\_\_\_

NEW OWNER INFORMATION:

FIRST OWNER

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WOULD YOU LIKE TO RECEIVE EMAIL UPDATES?

CIRCLE ONE: YES NO

THIRD OWNER (IF ANY)

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WOULD YOU LIKE TO RECEIVE EMAIL UPDATES?

CIRCLE ONE: YES NO

SECOND OWNER (IF ANY)

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WOULD YOU LIKE TO RECEIVE EMAIL UPDATES?

CIRCLE ONE: YES NO

FOURTH OWNER (IF ANY)

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WOULD YOU LIKE TO RECEIVE EMAIL UPDATES?

CIRCLE ONE: YES NO

TRANSFER CHARGE

SUBMIT PAYMENT OF THE \$100.00 NEW OWNER TRANSFER CHARGE AT TIME OF CLOSING

CHECKS MAY BE MAILED WITH THIS FORM, PAYABLE TO:
ORANGE COMMONS HOA, PO BOX 1308, CICERO, NY 13039

DIGITAL PAYMENT IS AVAILABLE HERE: https://ochoatransfer.cheddarup.com
PLEASE SCAN AND EMAIL THIS FORM TO board@orangecommons.com



Thank you for ensuring timely submission of these materials. The board speaks on behalf of all of your new neighbors in welcoming you to our community. Orange Commons and the surrounding area are a great place to live, work and play! Please do not hesitate to contact the board via email (board@orangecommons.com) with any questions. Board meetings are held quarterly and the annual members meeting is in December. Notices will come by mail for the members meeting only. Many details and resources, including the HOA's financial information, are available at orangecommons.com – if you need or want information not found on this website please email the board. Note that the board are all volunteers and you may not receive an immediate reply but we will respond as soon as we're able to do so. Welome home!