

Silver Ridge Park Westerly Property Management

INSTRUCTIONS FOR PROPERTY DEED TRANSFERS

Call the SRP Westerly HOA office at 732.341.6153 opt. 3, to be directed to our real estate liaison for an appointment to attend a Certification Compliance Review.

The Association recommends making this arrangement AFTER property is out of Attorney Review.

A Certification Compliance Review is a meeting for the prospective new homeowner(s), and a representative of the Silver Ridge Park Westerly Homeowners Association **prior** to home purchase.

ALL PROSPECTIVE OWNERS AND OCCUPANTS MUST ATTEND COMPLIANCE REVIEW IN PERSON

Compliance Review Meeting Requirements:

- New Owners must provide two (2) proofs of ID of age with birthdate to validate the associations age restriction requirement of fifty-five (55) years or over* of property owner.
- Signatures will be required to understand this compliance and an affirmation of your willingness to abide by our common interest communities' Declaration of Covenants, Restrictions and By-Laws at which time a copy of same will be provided.
- Signatures will be required for the obligation of all associated transfer fees in connection with the purchase and transfer of deed of property.
- Submit completed Emergency Contact Information and HOPA documentation.
- Provide contact Information of your Real Estate fiduciary agents, i.e., lawyer, title agency or any compliant documentation that necessitates the closing transaction of the property title.

At this meeting, when information is submitted to satisfaction, new homeowner will receive an approved
SRP WESTERLY HOMEOWNER ASSOCIATION CERTIFICATION DOCUMENT

The original signed document is to be *provided back to the current living unit owner or seller or realtor representative* in its original form (copies are not acceptable). This document will be necessary to obtain:
CERTIFICATE OF OCCUPANCY FROM BERKELEY TOWNSHIP.

Current Association Fees:

Property Seller's property assessments must be up to date at closing and/or to be paid by separate check to the SRP Westerly HOA to settle any property accounting.

New property homeowners *must pay a one-time transfer fee* of \$750.00 (Seven hundred, fifty dollars) payable by separate check to SRP Westerly HOA at deed transfer closing.

The current Silver Ridge Park Westerly HOA dues assessments are \$462.00 payable annually or \$231.00 payable bi-annually on Jan 1 and July 1

*SRP Westerly is an age restricted community see Fair Housing Act U.S.C. 3607(B)(2)(C)

DECLARATIONS OF COVENANTS, RESTRICTIONS AND BY LAWS CAN BE REVIEWED ON OUR WEBSITE: <https://srpwesterlyhoa.org/resources/covenantsRestrictions.pdf>

Silver Ridge Park Westerly Property Management

INSTRUCTIONS AND AGREEMENT FOR TENANT COMPLIANCE FOR SILVER RIDGE PARK WESTERLY HOA

Call the SRP Westerly HOA office at 732.341.6153 opt. 3, to be directed to our real estate liaison for an appointment to attend a Certification Compliance Review.

A Certification Compliance Review is a meeting for the prospective tenancy occupants with a representative of the Silver Ridge Park Westerly Homeowners Association **prior** to RENTAL OF PROPERTY.

ALL OCCUPANTS RESIDING IN RENTAL PROPERTY MUST ATTEND COMPLIANCE REVIEW IN PERSON **REQUIREMENTS AT MEETING:**

- Provide two (2) proofs of ID of age with birthdate to validate the associations age restriction requirement of fifty-five (55) years or over*of property owner.
Occupants or tenants under the age of eighteen are NOT permitted to reside at property.
- Signatures will be required to understand and affirmation of your willingness to abide by our common interest communities' Declaration of Covenants, Restrictions and By-Laws
- Submit completed Emergency Contact Information and HOPA form.
- Property Owner to supply tenants with a copy of Silver Ridge Park Westerly Declaration of Covenants, Restrictions and By-Laws

DECLARATIONS OF COVENANTS, RESTRICTIONS AND BY LAWS CAN BE REVIEWED ON OUR WEBSITE:

<https://srpwesterlyhoa.org/resources/covenantsRestrictions.pdf>

ALL CURRENT LEASE AGREEMENTS AND A SRP WESTERLY HOA PROPERTY MAINTENANCE AGREEMENT MUST BE SUBMITTED FOR ASSOCIATION RECORDS.

A CERTIFICATION DOCUMENT WILL NOT BE ISSUED UNLESS ALL DUES AND ASSESSMENTS ON PROPERTY ARE CURRENT AND PAID IN FULL TO THE ASSOCIATION.

A CERTIFICATE OF OCCUPANCY FROM BERKELEY TOWNSHIP MUST BE OBTAINED BEFORE TENANTS CAN OCCUPY PROPERTY

- At this meeting, when information is submitted to satisfaction, renter/tenant will receive an approved "SRP WESTERLY HOMEOWNER ASSOCIATION CERTIFICATION DOCUMENT."
- The original signed document is to be *provided back to the current living unit owner* in its original form (copies not accepted). This document will be necessary to obtain a CERTIFICATE OF OCCUPANCY FROM BERKELEY TOWNSHIP.