New Buyer Forms
Rockhill

GRANDMARK
PROPERTY MANAGEMENT

INFORMATION SHEET

Name of Owner(s): _____

Name of Additional PERMANMENT Occupants OVER 18: _____

_____

Address of Unit: _____

Phone Number #1: _____ Phone Number #2: _____

Email #1: _____ Email #2: _____

Name & Age of Children LIVING and/or SEASONAL IN UNIT:

Name	Age

List Contact Information in Directory? (Circle One):
YES NO

Allow Electronic Communications? (Circle One):
YES NO

Mailing Address (IF DIFFERENT THAN ABOVE): _____

Summer/Winter Address (IF DIFFERENT THAN ABOVE) & WHEN RESIDING: _____

_____

EMERGENCY CONTACT:

1. Name & Relationship: _____ Key to Unit? (Circle One): YES NO

Address: _____

Phone Number: _____ Email: _____

2. Name & Relationship: _____ Key to Unit? (Circle One): YES NO

Address: _____

Phone Number: _____ Email: _____

TRANSPORTATION ON PREMISES (VEHICLES & MOTORCYCLES):

Name of Driver	Year	Make	Model	Color	Plate	*Acknowledgement* (Initial)

Owners/Occupants over 18 understands Parking & Driving Regulations as outlined in the Governing Documents

3934 Cascade Road SE • Grand Rapids, MI 49546
P: (616) 365-5033 • **F:** (616) 365-5034 • info@grandmark.management

Homeowner's Insurance Company: _____

Policy Number: _____ Start/End Date of Policy: _____

Mortgage Company: _____ Contact Person: _____

Phone Number: _____ Email: _____

IF ANTICIPATING TO LEASE – AFTER BOARD APPROVAL GRANTED:

Name of Tenant(s): _____

Names of Children under 18: _____

Phone Number #1: _____ Phone Number #2: _____

Email #1: _____ Email #2: _____

Emergency Contact Name & Relationship: _____

Phone Number: _____ Email: _____

SIGNATURES OF EVERYONE OVER 18 LIVING and/or SEASONAL IN UNIT:

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

GRANDMARK
PROPERTY MANAGEMENT

APPLICATION FOR PURCHASER

Name of Owner(s): _____

Name of Addition PERMANENT Occupants OVER 18: _____

_____

Address of Unit: _____

Phone #1: _____ Phone #2: _____

Employer(s): _____

Name & Age of Children LIVING and/or SEASONAL IN UNIT:

Name	Age

I/We the undersigned, acknowledge receipt of the Master Deed, By-Laws, Handbook and/or Rules & Regulations, and that we have read and understand them. Failure to follow the Association governing documents could result in violations and potential fines. Further, if this application for transfer or lease is accepted by the Board of Directors that the applicant(s) to be bound and abide by same as they now exist and/ or as they may be changed, amended, or added to in the future.

I/we the undersigned, acknowledge that a pre-purchase building inspection is strongly encouraged, and that I/we will be responsible for any interior repairs or modifications, as well as any exterior modifications/upgrades that have been completed by previous owners.

SIGNATURES OF EVERYONE OVER 18 LIVING and/or SEASONAL IN UNIT:

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

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THIS FORM MUST BE COMPLETED EVEN IF THERE ARE NO PETS - STATE "N/A" AND SIGN

GRANDMARK
PROPERTY MANAGEMENT

PET REGISTRATION

Name of Owner(s): _____

Address of Unit: _____

Phone Number #1: _____ Phone Number #2: _____

Email #1: _____ Email #2: _____

The undersigned owner(s) named above do hereby provide The Association with the following information in compliance with the Governing Documents regarding pets.

I/we the owners of _____(pet name) do hereby certify that I/we understand and agree to abide by all existing rules of the Association regarding the residence of pets at this condominium and all rules which may hereafter become operative during our term of ownership.

In consideration for permission to keep our pet, we agree to hold, with other owners of the Association, harmless from any loss, damage, or lability which the individual owners of the project, or which the Association may sustain, because of the presence of such animal in the Condominium Project.

Type of Pet (Cat/Dog/Bird)	Breed (if applicable)	Name of Pet	Color	Age	Weight

PICTURE(S) OF EACH PET MUST BE PROVIDED WITH THIS FORM

PET EMERGENCY CONTACT INFORMATION:

Name: _____ Relationship: _____

Phone Number: _____ Email: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

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GRANDMARK
PROPERTY MANAGEMENT

TRANSFER OF OWNERSHIP

Name of Condominium Association: _____

Seller's FULL Address: _____

Buyer(s) FULL Name(s): _____

Current Address: _____

****Items that need to be handled at the time of closing – between BUYER & SELLER****

- Transfer of Ownership fee of $200.00 payable to Grandmark Property Management *to be collected at closing*
- Keys for mailboxes and door locks for unit
- Pool Key and/or Clubhouse keys (if applicable)
- Obtain Governing Documents, Handbook and/or Rules & Regulations

CLOSING INFORMATION:

Mortgage Company: _____ Phone: _____

Title Company: _____ Phone: _____

Location of Closing: _____

Approximate Closing Date & Time: _____

Contact Person at Title Company: _____ Phone: _____

Email: _____

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Did You Know You Can Make Payments Online?

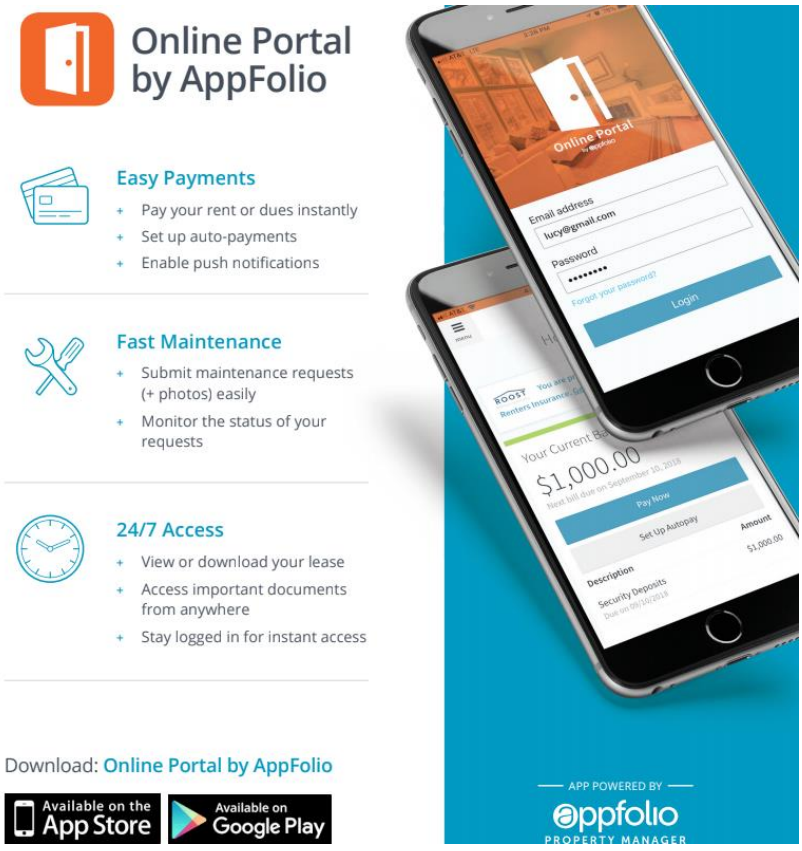
Grandmark Property Management offers a convenient way for you to make payments online via the secure Online Portal.

Secure
Online payments are encrypted using bank-grade security.

Fast
Your charges are immediately marked as paid.

Convenient
You can make payments from anywhere with your mobile device.

Flexible
Choose the method that best fits your needs.



We offer you the following payment options:

eCheck (100% free to you!)

Enter your routing and account numbers in your secure Online Portal to pay dues or any other charge directly from your checking or savings account.

Credit or Debit Card

Use your debit or credit card to pay dues or any other charges through the secure Online Portal. (An online convenience fee applies and is based on your monthly charges.)