



## TRANSFER OF OWNERSHIP REQUEST

**Current versions of all By-Laws, Covenants, and Policies can be downloaded by clicking on “Sand Creek BY-LAWS” on the top menu bar of [www.scploa.org](http://www.scploa.org).**

1. \*Please contact Carrie Staiano/Treasurer at [cstaiano@msn.com](mailto:cstaiano@msn.com) or 970-219-6381 to obtain outstanding violations or charges on the account.
2. \*\*Parcel # and Schedule # are located on your property tax bill or through the Larimer County Assessor.
3. \*\*\*Complete this form and mail it along with a copy of deed and a check made out to SCPLOA, PO Box 270791, Fort Collins CO 80527

<b>Seller(s) Name:</b>		<b>Close Date:</b>	
<b>Seller(s) Mailing Address:</b>			
<b>Seller(s) City:</b>		<b>State:</b>	<b>Zip:</b>
<b>**Parcel #(s) or Parcel Address:</b>			
<b>**Schedule #(s):</b>		<b>Total Acres:</b>	
<b>BUYER INFORMATION</b>			
<b>Buyer(s) Name:</b>			
<b>Buyer(s) Address:</b>			
<b>Buyer(s) City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>		<b>Cell:</b>	
<b>Email:</b>			
<b>ACCOUNT INFORMATION &amp; TRANSFER FEES</b>			
<b>Prior dues payment amount:</b>	\$	<b>Period Covered:</b>	
<b>Are there any outstanding violations or issues?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<b>Describe:</b>
<b>*Current Outstanding Balance on Account:</b>			
<b>Transfer Fee:</b>			\$25.00
<b>***Total Amount Due:</b>			\$\$
Please mail a <b>copy of this form along with a check</b> for this amount to: SCPLOA, PO Box 270791, Fort Collins CO 80527			

**Once transferred new owners will be supplied with a new landowner packet containing by-laws, covenants, and recent landowner communications.**