



## **Property Transfer Process Guideline**

Belaflorea HOA  
5302 E. Van Buren Street  
Phoenix, AZ 85008  
(602) 275-1772  
[www.belafloreahoa.com](http://www.belafloreahoa.com)



## Introduction

The purpose of this document is to outline expectations regarding the transferring of properties at Belaflorea, including responsibilities of the HOA, Buyer, Seller and Title company.

## Vision

This guideline will reduce confusion and ensure that the necessary information required by all parties is provided in a timely manner. This guideline will also reduce the number of individuals involved in the process thus reducing confusion and miscommunication.

## Expectations

The Belaflorea HOA Board of Directors expects the property transfer process to be smooth, efficient and timely. The board also expects the Buyer and Seller to select a Single Point of Contact (SPOC) to interface with the HOA's SPOC in all matters concerning the property transfer.

## General Process Overview

The Belaflorea property transfer process is shown in Figure 1 below. This document will discuss each of the blocks within the diagram of figure 1.

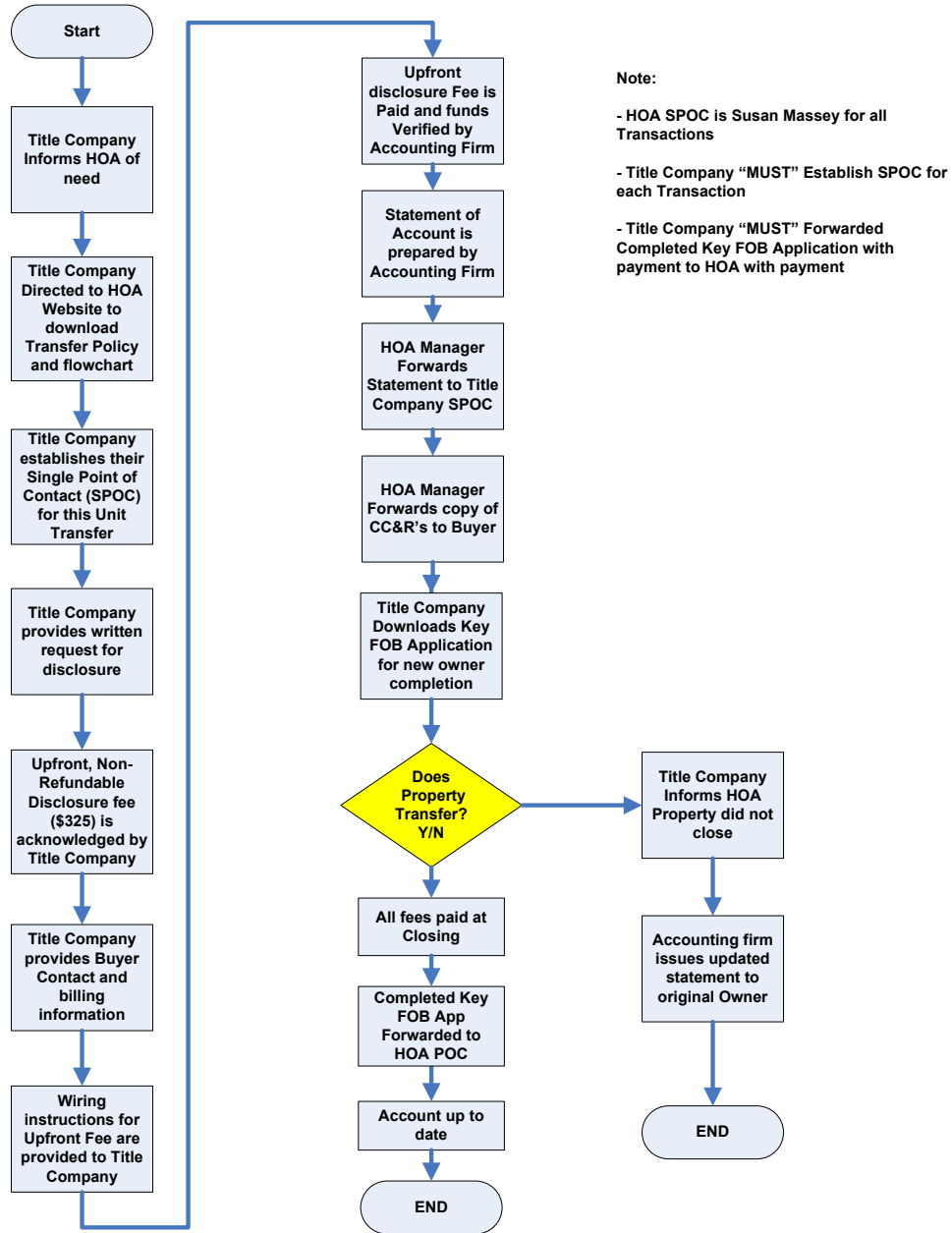
1. The process begins with the Title company contact Belaflorea HOA. This is accomplished by contacting our **Single Point of Contact (SPOC) Susan Massey** by either e-mail at [smassey@belafloreahoa.com](mailto:smassey@belafloreahoa.com) or calling her directly at 602-275-1772.
2. The Title Company will be instructed to download the process diagram and this guideline from the Belaflorea HOA website [www.belafloreahoa.com](http://www.belafloreahoa.com).
3. The **Title Company will** establish a **Single Point of Contact (SPOC)** to interface with Susan Massey. This will be the **ONLY PERSON** which Susan will:
  - a. Discuss the transfer
  - b. Provide information to concerning the transfer
4. Title Company provides written request for property transfer documentation (Disclosure).
5. Title Company provides WRITTEN acknowledgement of the NON-REFUNDABLE and UPFRONT Disclosure fee to the HOA SPOC (Susan Massey).
6. Title Company SPOC provides Buyer Contact and Billing information to HOA SPOC.
7. Belaflorea HOA SPOC provides wiring instructions for upfront disclosure fee to Title Company SPOC.
8. Upfront disclosure fee is paid and verified by Belaflorea HOA's Accounting Firm.
9. Statement of Account (SOA) is prepared by Belaflorea HOA's Accounting firm and forwarded to Belaflorea HOA's SPOC.
10. Belaflorea HOA's SPOC forwards the Statement of Account to the Title Company SPOC **ONLY!**
11. Belaflorea HOA's SPOC forwards copy of CC&R's to Buyer.
12. Title Company Downloads Key Fob Application from [www.belafloreahoa.com](http://www.belafloreahoa.com) website for completion by new owner.
13. Fee for Key Fob is Collected by Title Company at closing.
14. If property closes and property transfers, then all fees are paid at closing and the account for that unit is brought up to date.
15. If the property does not close, then Accounting firm issues an updated dues statement to the original property owner.

**NOTE: -> Please allow 7 – 10 Business Days For Processing of Your Request for Statement. Consultant HOA concerning Expediting Fees for Faster Turnaround! Quicker Turnaround is available for an Expediting Fee (See Fee Schedule)!!!!!!!**



## Belaflorea HOA Property Transfer Process

Updated 2/16/2011



**Figure 1: Property Transfer Process Overview**