



TEXAS ASSOCIATION OF REALTORS®

REQUEST FOR INFORMATION FROM AN OWNERS' ASSOCIATION

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To: _____ (Owners' Association)
_____ (Address)
_____ (City, State, Zip)

Re: NOTICE OF INTENDED SALE AND REQUEST FOR INFORMATION

This notice is to advise you that I intend to sell my Property at:
_____ (Address)
_____ (City, State, Zip).

I am requesting the following information:

- Residential Subdivision Information, which includes:
(1) a current copy of the subdivision's restrictions;
(2) a current copy of the bylaws and rules of the Owners' Association; and
(3) a resale certificate that complies with §207.003, Property Code.
Condominium Information, which includes:
(1) a current copy of the condominium declaration;
(2) a current copy of the bylaws and rules of the Condominium Association; and
(3) a resale certificate that complies with §85.157, Property Code.

Please deliver the information to:

_____ ([] Broker [] Owner [x] Closing Agent)
Attn: _____
_____ (Address)
_____ (City, State, Zip)
_____ (phone) _____ (fax)
_____ (e-mail).

I understand that the Property Code requires you to deliver the requested information not later than the 10th day after the date you receive this written request.

Please advise me and the person to whom you will deliver the information if the Owners' Association has a right of first refusal or if the Owners' Association requires other information from me.

Enclosed is \$ _____ for the cost, if any, for the requested information.

Owner _____ Date _____

Enclosure: TREC Resale Certificate (TAR No. 1921 for Condominiums; TAR No. 1923 for Subdivisions)

(TAR-1405) 1-7-04