

**SELLER'S NOTICE OF INTENT TO SELL OR LEASE
AND
REQUEST / AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION**

**TO: THE MANAGING AGENT FOR THE BOARD OF DIRECTORS
OF THE CONDOMINIUM / HOMEOWNERS ASSOCIATION**

FROM: _____
SELLER / PRESENT UNIT OWNER(S) NAME(S)

PROPERTY/ASSOCIATION NAME

PROPERTY ADDRESS UNIT #

HOME PHONE #

WORK PHONE #

NOTICE OF INTENT TO: **SELL** **LEASE** **REFINANCE**
(PLEASE CHECK ONE)

I hereby submit to the Board of Directors, via their Managing Agent, The Building Group, Inc., this Notice of Intent to Sell or Lease the above-mentioned property, as indicated above.

I hereby authorize the Board of Directors and their Managing Agent, The Building Group, Inc. to release confidential, personal and financial information about myself for the purpose of facilitating this real estate transaction. I further request that The Building Group, Inc., as Agent of the Association, furnish the required applicable information about the Association and Property for the purpose of facilitating this real estate transaction.

SELLER / OWNER(S) SIGNATURE(S)

DATE

THIS FORM MUST BE RETURNED TO:

**IMPORTANT: NO INFORMATION WILL BE RELEASED UNTIL THIS FORM HAS BEEN
COMPLETED, SIGNED AND SUBMITTED BY THE SELLER.
PROPERTY TRANSFER INFORMATION SHEET**

(The Building Group will not release information unless this form is completed IN FULL.)

Association / Property Name