



**Pritchard Island Homeowner's Association Inc.
c/o Integrity Tax and Bookkeeping Service
4411 E Arlington St.
Inverness, FL 34453**

OWNER'S NOTICE OF INTENT TO SELL

Today's Date: _____

Unit Number: _____

I/WE, hereby notify the Board of Directors of Pritchard Island Homeowner's Association, Inc., that I/WE wish to sell my/our unit as indicated below:

Owner(s) Information

Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Number: _____

Contact Email: _____

Other Information

Closing Date: _____

Title Company: _____

Address: _____

Phone Number: _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Purchaser(s) Information

Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Number: _____

Contact Email: _____

Realtor Name: _____

Realtor Contact Number: _____

Realtor Contact Email: _____

Send the completed form to Pritchard Island Homeowner's Association, Inc. at above address or the provided email. A Certificate of Approval of the sale will be sent to the title company, or other entity that will conduct the closing. A new owner interview must be conducted prior to any final approval. The HOA will contact the Purchaser to schedule an in person or digital interview. Allow at least 72 hours for this process happen (Prior to Closing).