

GUIDELINES FOR TRANSFERRING OWNERSHIP OF YOUR HOME

IN ALL CASES INVOLVING SALES OF HOMES IN EAGLE POINT, THE CORPORATE OFFICE MUST BE NOTIFIED OF THE IMPENDING SALE AND THE NEW BUYER MUST GO THROUGH THE INTERVIEW PROCESS AND PURCHASE SHARES IN THE CORPORATION PRIOR TO CLOSING OF THE SALE AND TRANSFER OF THE TITLE.

1. **Documents Required:** Sales Contract – Titles(s) – Declaration of Real Property – Share Certificate

Although Sales Contracts are not required to sell your home, they do eliminate a lot of confusion and are highly recommended. Sales Contracts specify the parties involved and spell out the details of the sales transaction. It provides a written document that can be referred to, if questions arise by either party. The Declaration of Real Property Form should be given to the new Buyer. Clear Titles to the home must also be provided to the new Buyer.

2. **Tax Collectors Office or Tag Office:** Located at: 410 Taylor Street, Punta Gorda, Florida
Telephone Number: 941-743-1350

The Title to the home will have to be transferred to the **New Owner(s)**, and recorded in their name. In the case of a double wide home, there are two titles that have to be transferred. Title transfer is completed at the TAX COLLECTOR'S office.

The title(s) will have to be signed by the **Current Owner**, and then transferred into the name of the **New Owner**. It is best achieved when both parties are present at the transfer in case questions arise. Fees for transferring titles are \$85.75 per title. Doublewide homes will be \$171.50 total. There are no taxes collected at this office for the transfer of real property.

3. **County Courthouse – Official Records Office:** Second Floor, County Courthouse in Punta Gorda—350 East Marion Street

AN Original Share Certificate will be recorded in this office. If the previous owner has already filed the Declaration of Real Property Form, the new owner only needs to record their new Share Certificate. The Declaration of Real Property Form is only required to be filed once and will remain in the original filer's name.

The new owner has to pay Documentary stamp fees payable at the above office based on the sales amount of the home. (Normally \$7.00 per \$1,000.00). The fee for recording the documents is \$10.00 for the first page of a document and \$8.50 for each additional page.

Note: If you experience differences from what is listed here, please let us know so we can update our records.