



WELCOME PACKET REQUEST

NEW OWNER INFORMATION:

NAME(S) _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

TELEPHONE _____

PROPERTY DESCRIPTION (Sector and Lot #) _____

REALTOR INFORMATION:

REALTOR/COMPANY NAME _____

TELEPHONE _____

EMAIL _____

AGENT NAME _____

DATE WELCOME PACKET NEEDED _____

PLEASE NOTE:

- In order for the new owner(s) to receive a welcome packet from The Village office, the required \$300.00 transfer fee and/or any other outstanding fees must be paid upon closing.
- This form should be submitted by the agent to provide the new owner a welcome packet upon closing or if to be picked up by new owner at The Village office.
- The agent may send the request form via mail, fax, email or hand delivery to The Village office. Regular office hours are 8:30 AM - 4:00 P.M., Monday through Friday.
- Please allow The Village office at least one (1) business day to process a welcome packet request. Notification will be sent via email or telephone when the welcome packet is ready for pick-up.