



The Colony Condominiums

The Best Kept Secret In Virginia Beach
1301 Atlantic Ave. Virginia Beach, VA 23451
757-425-8689 –thecolonyvabeach@aol.com

TRANSFER OF OWNERSHIP REQUIREMENTS

When you have a new owner who is interested then you will
“MAIL all of the requested information listed below in ONE COMPLETED ENVELOPE“
to **1301 Atlantic Ave. VA Beach VA 23451**. After the information has been processed you will be notified. At that time if it is approved then we will Draw up the GOP and mail it to the new owners which will need to sign, notarize and mail the **“ORIGINAL COPY”** back to The Colony and then you can proceed with drawing up the new deed and once recorded forward a copy to The Colony along with a \$50.00 Transfer fee to the same address and the file will then be legally transferred into the new owners name.

New owners information SHOULD BE MAILED IN ONE COMPLETED PACKET TO 1301 Atlantic Ave. Virginia Beach, VA 23451.

1. *Copy of Valid Drivers License (reflecting current home address)
2. *Copy of most recent utility bill
3. *Social Security Number
4. *Physical home address (PO Boxes will not be accepted)
5. *Home phone number
6. *Cell Phone
7. *Employment/Income Verification and how long they have been employed

This will need to be provided to the Colony for review. The information will be reviewed and when it has been approved then the next step is:

A Guaranty of Payment must be signed and notarized and the **“ORIGINAL”** sent back to The Colony.

The new deed can then be drawn up signed, notarized and recorded. After the new deed is recorded and a copy is provided to The Colony located at 1301 Atlantic Ave. Virginia Beach, VA 23451 along with a \$50.00 transfer fee the records will then be officially transferred into the new owners name.

If all of these steps are not taken the owner on record will still be liable for the maintenance fees.

The Colony will not legally recognize any transfer if any of these steps are not done in this order.

