

Annual Dues, Transfer Fees & Other Info

FOR PROPERTY OWNERS

ANNUAL MAINTENANCE FEES

2022 Annual Property Owner Maintenance Fee: \$125

2022 Annual Property Owner Spectrum Cable Fee: \$630

2022 Annual Property Owner Total Fees: \$755

(Empty Lot Owners Will Be Charged an Additional Mowing Fee of \$96)

Maintenance fees are due on **January 1st** of the same year with or without notice. It is the property owner's responsibility to ensure the Association receives payment in full and on time. A **\$ 25 late fee** plus 1.5% compounded monthly is assessed if full payment on the outstanding balance is not received by **January 31st** of the same year. An official post office receipt, such as a certified mail receipt, showing the postmark date to be on or before the due date will be required to prove timely mailing if payment is received past the due date.

Failure to pay any Assessment within 90 days of the due date, results in a lien from the due date for that amount, plus cost, interest from the due date and attorney fees, against the Premise which may be filed of record.

Dues must be paid in full through Truist Bank payment processing center (see below instructions). Or by send payments to the SWPOA's mailing address.

Pay online:

(There is no fee to pay by e-check however there is a 2.95% convenience fee if paying by credit card)

Click the hyperlink: propertypay.cit.com/ (NOT ACTIVE)

Management ID: 1234

Association ID: SW123

Account Number: Please reference the account number noted on your statement

Payment Amount: Please see your account statement for account balance (partial payments are not accepted and will be returned)

FOR REAL ESTATE, LENDER AND TITLE PROFESSIONALS

REAL ESTATE TRANSACTION FEES

The following fees do not necessarily reflect the actual amount that may be owed by a property owner. Any outstanding balances will be shown in the property owner's statement of account.

1. All requests for statement of accounts and re-sale certificates must be made in writing by [email](#). **All information on the property's statement of account is valid for no more than thirty (30) days from the date of the statement of account.**

2. Written requests must include:

- a. Transaction Type (Re-sale or Re-finance)
- b. Seller(s) Name and Property Address
- c. Contact Information for Title Company (Closer's name, phone number and email)
- d. Date of Closing
- e. Buyer(s) Name

3. Requests will be processed within five (5) business days. If needed sooner, please indicate **RUSH** in subject line and requests will be processed within 24-48 hours (additional rush fee applies).

4. Fees:

- Transfer Fee: \$35
- Resale Estoppel Letter Fee: \$250 (Fee must be paid in advance)
- Rush Fee: \$100 (If a statement of account, estoppel letter or resale certificate is needed within 24-48 hours)
- Deed Restriction Compliance Fee: \$100 (To re-inspect a property with a violation and update the resale certificate prior to closing)
- Annual Assessment due in full on January 1st (see above)
- Late Fee: \$ 25 (if annual assessment is not received by January 31st)

**** The annual maintenance fee is due at the close of sale for all resale transactions occurring during Jan 1 - Dec 31.**

5. Please make settlement fee checks payable to: Southern Woods POA, 2541 N Reston Terrace, Florida 34442