

[Date (Full)]

**Attn: Closing Attorney**

I understand that you have a lot of information to pull together for real estate closings that you do. Hopefully, this letter will help you in gathering the information needed in regards to Associations and Condominiums that AMCS manages.

AMCS has created a web page for each of the Association communities that we manage at **www.amcs-inc.com**. We have placed the following applicable information on each community's page. This information is in Adobe PDF file format.

- Architectural Guidelines
- Covenants & Restrictions – If you provide this at closing you will want to confirm that you are providing a complete copy. ***AMCS does not guarantee this. We provide this only as a courtesy.***
- Insurance Contact Information
- Termite Bond Contact Information

To request a copy of the owners account, please fill out the attached information form with the unit address, new owner's name, date of purchase and a correct mailing address and fax your request to Rosalind at least forty-eight (48) hours in advance, if possible. Fax (843) 764-2363 Office (843) 764-2360.

Should you need a mortgage questionnaire filled out, please fax it to the property manager in our office at (843) 764-2363. Again, please allow forty-eight hours as our property manager's responsibilities often take them out of the office.

**Brickyard:** Please see the attached expert from their covenants, Section 3.5. The Covenants require a fee be required only on first time Lot sales from Developer.

**Longpoint:** Please see the attached excerpt from their covenants, Section 3.6. The Covenants require a ¼ % of the sales price to be collected at closing.

**Stono Ferry:** Transfer Fee of \$105.19 for 2004. Transfer Fee of \$112.55 for 2005. (7% every year)

**I'On Community:** Trust Fee at 0.001% of the sales prices. Guild Members are EXEMPT from paying this transfer. For a list of Guild Members please contact AMCS.

Unlike some of our competitors there is not a charge for any information being provided. I have attached a list of our current communities for your files. If you have any questions, please contact me at (843) 345-8166 or email me at [jami Kerr@amcs-inc.com](mailto:jami Kerr@amcs-inc.com)

Sincerely,

James J. Kerr, Jr.

cc: Community's Board of Directors President  
AMCS Bookkeeping

**Closing Notification**

Sellers Name: \_\_\_\_\_

New Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Closing Date: \_\_\_\_\_

HOA Fees: \_\_\_\_\_

Closing Attorney: \_\_\_\_\_