



# StillWaters

*Residential Association, Inc.*

## WELCOME PACKET REQUEST

**CURRENT OWNER:** \_\_\_\_\_

PROPERTY DESCRIPTION (Area and Lot No.): \_\_\_\_\_

**NEW OWNER INFORMATION:**

NAME(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**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 SWRA office, the required \$500.00 transfer fee and/or any other outstanding fees must be paid upon closing. Also, a copy of the property deed must be on file at the SWRA office.
- This form should be submitted to SWRA by the agent upon closing. The welcome packet is to be picked up by the new owner at the SWRA office.
- The agent may send the request form via mail, fax or, hand delivery to the SWRA office. Regular office hours are 8:00 AM - 5:00 PM, Monday through Friday.
- Please allow the SWRA 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.

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