

## SAMPLE LETTERS:

**TO ADD NAME TO DEED** (usually \$60.50 per unit/ week)

***From Current owner:***

To the Reef Ocean Resort:

Please add \_\_\_\_\_ to my deed, unit number \_\_\_\_\_ week \_\_\_\_\_.

Thank you,

\_\_\_\_\_  
*Signature*

***From the person being added to the deed:***

To the Reef Ocean Resort:

I am willing to go on \_\_\_\_\_ deed, unit number \_\_\_\_\_ week \_\_\_\_\_.

I am willing to pay the maintenance fees if they can no longer do so.

Thank you,

\_\_\_\_\_  
*Signature*

**TO SELL YOUR UNIT TO ANOTHER PARTY** (usually 60.50 plus .70 per 100.00 of sale)

***From the current owner:***

To the Reef Ocean Resort:

I am selling my unit \_\_\_\_\_ week \_\_\_\_\_ to \_\_\_\_\_.

For dollars .00 and I(seller) or name of buyer will be paying the closing costs.

Thank you,

\_\_\_\_\_  
*Signature*

***From the buyer:***

To the Reef Ocean Resort:

I am buying unit \_\_\_\_\_ week \_\_\_\_\_ from \_\_\_\_\_.

For dollars .00 and I (buyer) or name of seller will be paying the closing costs.

I would like the deed to read: *name(s) (how you want it to read on the deed), address and phone number.*

Thank you,

\_\_\_\_\_  
*Signature*

**IF YOU WOULD LIKE TO PUT YOUR UNIT UP FOR RENT:**

To the Reef Ocean Resort:

Please put my unit \_\_\_\_\_ week \_\_\_\_\_ up for rent in year \_\_\_\_\_.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
***Social Security number***