**SAMPLE LETTER:**

**TO ADD NAME TO DEED** (*Admin + closing cost fees $110.70 per unit /week*)

From Current Owner:

To the Reef Ocean Resort:

Please add \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to my deed, Unit \_\_\_\_\_\_ week \_\_\_\_\_\_.

Thank you,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

From the person being added to the deed:

To the Reef Ocean Resort:

I am willing to go on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_deed(s), unit\_\_\_\_\_\_ week\_\_\_\_\_\_.

I am willing to pay the maintenance fees if they are unable.

Thank you,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

**TO SELL YOUR UNIT TO ANOTHER PARTY** (Admin + closing cost $110.70 *per unit/week; plus .70 per $100.00 for Doc fees*)

From current owner:

To the Reef Ocean Resort:

I am selling my unit \_\_\_\_\_\_ week\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for $ \_\_\_\_\_\_\_ amount and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will be paying the closing costs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

From the buyer:

To the Reef Ocean Resort:

I am buying unit \_\_\_\_\_\_week\_\_\_\_\_\_ from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for $\_\_\_\_\_\_\_\_\_\_\_\_amount and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be paying the closing costs. I would like the deed to read: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, my address is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and my phone number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature