



PHEASANT RUN HOMEOWNERS ASSOCIATION

PO BOX 4484
TOPEKA, KS 66604-4484
(785)250-5038

REQUEST FOR APPROVAL OF OWNERSHIP TRANSFER

DATE: _____

FROM: _____ **TO:** _____
(Seller) (Purchaser)

RE: _____
(Property Address)

CLOSING DATE: _____ **OCCUPANCY DATE:** _____

Applicant represents that the following information is true and correct, and consents to further inquiry and any investigation concerning this information, or any information which comes from that inquiry, which is necessary for approval of this request.

• **Persons who will occupy the above unit are:**

Name: _____ Age: _____
Name: _____ Age: _____
Name: _____ Age: _____
Name: _____ Age: _____

*A total of only 2 persons over the age of eighteen (18) and 2 persons under the age of eighteen (18) for a total of 4 persons shall occupy any residence.

b. Purchaser's Present Address:

Purchaser's Phone:

Purchaser's Email Address:

Purchaser's Current Employer:

Employer Address:

Employer Phone:

**c. Bank/Mortgage
Holder:** _____

d. Automobile(s): Make: _____ **Tag #**

Make: _____ **Tag #**

e. Pets are allowed - 25lb limit. Owners are required to follow city ordinances and clean up after their pets. No pets that can harm our residents or our property are allowed.)

Type: _____

Type: _____

f. Name & Address of Title Company (if applicable):

g. Real Estate Agent & Company Address (if applicable):

h. Maintenance Standards to be adhered to by ALL contractors:

- **Owner Commissioned Work - Any work to be done by the homeowner to/or involving the outside areas of a Pheasant Run home (4-Plex and Duplex) MUST be submitted to and pre-approved by the PR HOA Board.**
- **The contractor hired by an owner must submit a Certificate of Insurance to be filed with the Board that names the Owner and Pheasant Run HOA as the "Additional Insured". This COI will allow Pheasant Run to file claims on faulty work/materials even after the home sells or the contractor is no longer in business.**

Standards when replacing sliding glass doors and windows:

- The product must be new construction only with nailing fin and J channel attached.
- The nailing fin must be taped to house wrap creating no seams for water to enter by.

Standards when replacing siding, patio or deck:

- No matter what work is being done by the owner or the HOA, **NO HOLES CAN BE MADE IN THE SIDING – EVER!**
- Railing must be attached to the deck and not to the building.
- Rain guards will be taken down by the HOA early in 2021. Free standing pergolas bolted to cement with fire proof tops are permitted at owners expense.

Standards for siding repair/replacement:

- Removal of existing vinyl siding and wood trim, not including fascia.
- Repair all damaged/rotten materials found under old siding.
- Wrap house with any form of overlapping house wrap.
- Add or place flashing around foundation, doors, windows, deck, and chimneys.
- Replace all wood trim from corners, windows, and doors (not including fascia) with vinyl trim, using metal “coil” wrap, white with wood grain finish.
- Wrap fascia trim as needed.
- Cover all soffit with vented vinyl soffit.
- Install siding to fully enclose all areas of building not covered with trim, soffit, or roofing.

i. Send completed application to: pheasant_run_hoa@yahoo.com

by mail: PO Box 4484 Topeka, KS
66604

Purchaser states that they have received or reviewed a copy of all documents, including the Declaration of Homeowners, Articles of Incorporation, Bylaws, and the Rules and Regulations, and has read, understands and agrees to abide by all the conditions and terms therein and all reasonable rules and regulations enacted hereafter officially by the HOA. Also available at <https://sites.google.com/site/prhoatopeka/>.

This sale approval is subject to all financial obligations to the HOA, including but not limited to maintenance fees, late charges, special assessments, legal fees, and application fees having been paid in full or will be paid by closing agent at the time of closing this sale.

Signature SELLER

Signature PURCHASER

NO RENTALS OF PROPERTY IS ALLOWED PER AMENDMENT

16 _____
Initial

PURCHASER WILL RECEIVE POOL AND STORM SHELTER KEYS FROM SELLER _____

Initial

Approval of Purchase:

Pursuant to the Declaration of Homeowners, the Board of Directors has approved the purchase of the unit located at:

_____ And do hereby confirm the same by this document.

By: _____

By _____

(Board Members)