

# TOWN HOUSE CONDOMINIUM ASSOCIATION

718 S. Seventh Street  
Phone: 217/544-7491

Springfield, IL 62703  
Fax: 217/544-7495

## **NOTICE FOR SELLING/LEASING AND NEW OWNERS/RESIDENTS -BUILDING KEYS-**

### **SELLING/LEASING OWNER:**

ALL BUILDING KEYS (INCLUDING GARAGE) **MUST** BE TURNED IN TO THE TOWN HOUSE OFFICE ON THE LAST DAY EXPECTED TO BE IN THE BUILDING PRIOR TO CLOSING.

UNIT AND MAILBOX KEYS SHOULD BE TURNED OVER TO NEW OWNER/RESIDENT AT THE CLOSING.

### **NEW OWNER/RESIDENT:**

ALL BUILDING KEYS (INCLUDING GARAGE) WILL BE GIVEN AFTER THE CLOSING, WITH SIGNATURE REQUIRED PRIOR TO RECEIVING KEYS.

THANK YOU FOR YOUR COOPERATION IN THIS MATTER