



Unparalleled Property Services

## NEW OWNER INFORMATION

**\*\*\*PLEASE GIVE TO BUYER AT CLOSING\*\*\***

### WARRANTY DEED DEPARTMENT

[WARRANTYDEEDS@CASTLEGROUP.COM](mailto:WARRANTYDEEDS@CASTLEGROUP.COM)

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Please be advised that as a new owner of this unit you are now a member of the Homeowners or Condominium Association. CASTLE GROUP is the Management Firm for your Association. This memorandum is to advise you of your responsibilities as a member of the Association, and your responsibilities regarding your maintenance account.

It is your responsibility, as the unit owner, to be sure that a copy of the warranty deed is submitted to our Warranty Deed Department. This must be done immediately after closing for the home to be transferred to your name in the official records of the Association. Castle Group will not change the name on the official records without receiving this information, which in turn could hold up any correspondence concerning Association matters from reaching you. This is very important as the Sellers account number will not be used as your account number. In order to assign you a new account number we must have this information to send your coupons and apply your payments correctly.

It is your obligation to make sure that the mailing address and telephone numbers are kept up to date with the management company. If you are a seasonal resident, or do not reside in this unit you are responsible for notifying Castle Group of your change of address each time you travel or move. Requests must be submitted in writing directly to the Warranty Deed Department either by e-mail, mail or by fax. Addresses are not changed based on applications of any type or verbal requests with staff members. Please complete the following information and fax to (954-792-0189) or email to [warrantydeeds@castlegroup.com](mailto:warrantydeeds@castlegroup.com).

Thanking you in advance for your cooperation in conducting the business of your Association.

**Name(s):**

**Mailing Address:**

**Telephone Number:**

**E-mail Address:**

**Castle Group Home Office**  
12270 S.W. 3rd Street, Suite 200  
Plantation, Florida 33325  
Tel: (954) 792-6000  
Fax: (954) 792-9230  
Toll Free: (800) 337-5850