

**Instructions for Settlement Office**  
**THIS COMPLETED FORM MUST BE SUBMITTED WITH ALTA DOCS to**  
**info@ipsde.com**



Welcome to your new home!

*Investment Property Services (IPS) was selected by your Board as the  
property management company for your community.  
You will receive an email with more information from your Property  
Manager in the next few days.*

413 Larch Circle  
Newport, DE 19804

**NEW OWNER INFORMATION FORM**

Settlement Date:	
Community:	
Buyer #1	
Buyer #2	
Property Address:	
Mailing/Billing Address:	
Buyer#1 Phone:	
Buyer#2 Phone:	
Buyer #1 Email:	
Buyer #2 Email:	

You acknowledge that you are purchasing a property in a deed-restricted community and understand that your HOA or Condo dues and assessments are NOT included in your mortgage payment, and are NOT included in your property tax bill. *Payment is made through our Buildium Resident Portal.*

**Please call IPS if you have any questions at 302-994-3907!**