



**Invoice #** \_\_\_\_\_

**To:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RE:** \_\_\_\_\_

**Transfer Fee:** \$ \_\_\_\_\_.

**Estoppel Certificate:** \$ \_\_\_\_\_.

**Amount Due:** \$ \_\_\_\_\_.

**Please remit payment to:**

**The Shandon Group, INC**

**2324 Devine Street. Columbia, SC 29205**

*Make sure that your lot number is on the payment*

**For any questions or concerns please call us at 803-779-6131 or email us at  
info@theshandongroup.com.**



To: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Co: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Association: \_\_\_\_\_

Property Address: \_\_\_\_\_

Seller's Name: \_\_\_\_\_

Anticipated Closing Date: \_\_\_\_\_ *(late fees may apply if closing is delayed)*

Fees: \$ \_\_\_\_\_ Circle One: Monthly Quarterly Yearly

Current Amount Due: \$ \_\_\_\_\_ as of \_\_\_\_\_

--OR--

Currently Paid Through: \_\_\_\_\_

Special Assessment: \$ \_\_\_\_\_

Capital Reserve Fee: \$ \_\_\_\_\_

Transfer Fee: \$ \_\_\_\_\_

*Made Payable To The Shandon Group, INC*

If payment is due or money is paid at the closing, please write a check and mail to the below address:

The Shandon Group, 2324 Devine Street, Cola, SC 29205

**Once closed, please forward a copy of the HUD to our office with the new owner information and include any contact phone numbers. If the owner is not going to be living in the unit or has an alternative mailing address, please provide us with that. With this information we will be able to update our records and get a welcome packet out to the new owner.**