

Fees

All properties in Westbury are subject to fees when a property transfers or refinances. These administrative fees cover our expenses of providing any information requested and then changing/updating our records as needed. Types of information requested are any assessments owed or paid, property conditions, current violations and/or general information about the Westbury Civic Club. These requests must be made in writing by either the owner of the property, the owner's agent, buyer, or buyer's agent. All requests will be responded to within 10 business days.

TRANSFER FEE - \$125

A transfer occurs when the property is changing ownership. Payment is usually made at closing and is made with the title company who forwards payment to the Westbury Civic Club.

REFINANCE FEE - \$75

A refinance occurs when the property is not changing hands but the owner is refinancing the loan. Payment is usually made at closing and is made with the title company who forwards payment to the Westbury Civic Club.

Resale Certificates

Resale certificates are not currently required by the Westbury Civic Club but one can be requested by the owner, owner's agent, buyer or buyer's agent. Resale certificates include the Deed Restrictions for the section of Westbury that the property lies in, the By-Laws of the WCC, documents proving solvency, the policies of the WCC, and more. **The resale certificate fee must be**

paid at the time of request. Please complete the **Resale Certificate Request Form** on the [Forms](#) page and deliver to the WCC office with payment.

REGULAR RESALE CERTIFICATE REQUEST - \$100

Once the completed form and fee is received by the WCC office, the resale certificate package will be delivered within **SEVEN (7) business days.**

RUSH RESALE CERTIFICATE REQUEST - \$150

Once the completed form and fee is received by the WCC office, the resale certificate package will be delivered within **THREE (3) business days.**

Request for HOA Fees and Account Status

All requests for financial status of a property account must be made in writing. We do NOT accept requests made over the phone.

Email your request to the WCC office at westburycc@sbcglobal.net.

Owners can login to their PayHOA portal to view account balances and pay assessments/dues.

New Owner Information It is very important that correct and current information for buyers is provided to WCC at the time of transfer so that we may provide the new owners with important correspondence about their new property and updated our property management portal.

CASH SALES - Please provide *New Owner Contact Information* seen below or located on the [Forms page](#).

Westbury Civic Club Office

Open Monday-Thursday By Appt Only, Closed Friday, Saturday, Sunday, & all major holidays

[5322 W. Belfort, Suite 100, Houston, TX 77035](#)

Email: westburycc@sbcglobal.net

Board President: wccpresident@westburycrier.com

Office Phone: [713-723-5437](tel:713-723-5437)

Westbury Constables: [281-463-6666](tel:281-463-6666)

Houston Police Department: Call 911 for emergencies.

Houston Police Department Non-Emergency [713-884-3131](tel:713-884-3131)

City of Houston's Hotline for Non-Emergency Issues: [311](tel:311)

Power Outages & Street Light Repair: [713-207-2222](tel:713-207-2222) (Centerpoint)