



REQUEST FOR CONDO DOCUMENTS

DATE ORDERED: PROJECT NAME: CONTACT PERSON: UNIT ADDRESS: PHONE: FAX: TMK #: MAIL PICK-UP PREPARED BY MAILING ADDRESS:

- CONDO DOCUMENT PACKAGE (includes Declaration, Public Reports, By-Laws, House Rules, Articles of Incorporation, RR105C, Financials, Budget, Reserve Study, 3 Minutes, 1 Annual Minutes, Insurance) \$ 275.00
Articles of Incorporation (if applicable) \$ 20.00
Budget (yearly) \$ 20.00
By-Laws and Amendments (if any) \$ 30.00
Declaration and Amendments (if any) \$ 30.00
Design Guidelines \$ 20.00
Financial Statements (current year end) \$ 20.00
HOA Certification (mortgage company provides form) \$ 200.00
House Rules \$ 20.00
Insurance Summary (managing agent's fidelity bond - no charge) \$ 20.00
Lease: (apartment master) \$ 20.00
Lender's Disclosure with Financial Statements \$ 125.00
Minutes (\$10 ea: monthly (3) annual special organizational) @ \$10.00 ea
Newsletter - Association \$ 10.00
Owner's List (affidavit is required) (up to 5-pages, \$1.00 each additional page thereafter)\$35.00 max \$ 20.00
Owner's Labels (affidavit is required, 30 labels per sheet) @ \$5.00 per sheet
Property Information Form (RR105C) \$ 150.00
Public Reports (preliminary supplementary final (all 3)) \$ 40.00
Reserve Study \$ 20.00
RUSH ORDER (MINIMUM 24 HOURS, MON. - FRI. ONLY) \$ 50.00
MAIL CHARGE \$ 7.00

COMMENTS (IF ANY): Subtotal Tax (4.712%) Mailing Charge TOTAL
Cash Money order Received by Date
Check (#) Check Name (if different)

IMPORTANT: NO REFUND - PRICES SUBJECT TO CHANGE WITHOUT PRIOR NOTIFICATION -
CREDIT CARDS NOT ACCEPTED FOR PAYMENT
DOCUMENTS WILL BE PROCESSED ONCE PAYMENT IS RECEIVED
ALLOW 5-7 BUSINESS DAYS FOR COMPLETION