

# CERTIFICATE REQUEST

*\*Please include a breakdown of fees, current W9 & Ledger*

<hr/>		<hr/>	<hr/>
Name of Association		Phone	Email
<hr/>	<hr/>	<hr/>	
Requester	Email	Company	
<hr/>		<hr/>	
Property Address		File Number	
<hr/>		<hr/>	
Owner		Buyer	
<hr/>		<hr/>	
Legal Description		Closing Date	

## Regular Assessments

Dues are Paid: ☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually

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Amount Due Each Period

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Amount of delinquent dues (if any)

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Date Dues are Paid Through

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Next Due Date

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Dues considered late after (days)

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Penalty for delinquent dues

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Transfer Fee

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Capital Contribution

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Is the account in collections? ☐ Yes ☐ No

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Resale Fee

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Estoppel Fee

☐ Paid ☐ Unpaid

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Other Fees

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Other Fees

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Attorney Contact Information

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Other Fees Description

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Total Amount Due at Closing

## Special Assessments

Special Assessments are Paid:

None Monthly Quarterly  
Semi-Annually Annually

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Special Assessment Amount(if any)

Are there any pending Special Assessments or are any under consideration? ☐ Yes ☐ No

Has it been paid in full? ☐ Yes ☐ No

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Due Date

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If No, Amount Still Owed

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Description of Special Assessment

## Association Information

Is buyer(s) approval required? ☐ Yes ☐ No

Has the buyer(s) been approved? ☐ Yes ☐ No

Does the association have the right of first refusal? ☐ Yes ☐ No

If yes, has the association waived that right? ☐ Yes ☐ No

Is the association involved with any pending litigation? ☐ Yes ☐ No

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Explain

Are there currently any violations against the associations declarations/  
restrictions/covenants/by laws? ☐ Yes ☐ No

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If yes, explain

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Any info and/or checks mailed to address

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Please provide the number of parking space(s) and/or storage unit(s) (if any)

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Storage Unit(s)

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Parking Space(s)

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Insurance

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Contact

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Checks Payable

How will the Homeowners Association documents be provided to the buyer?

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Please provide the documents to requester if applicable

## Additional Association Information

Are there any other payments required such as a recreation lease or insurance fund? ☐ Yes ☐ No

Are there additional associations or a master association? ☐ Yes ☐ No

Is an estoppel required for the additional association? ☐ Yes ☐ No

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Additional Association Contact

## Contact Information

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Print Name

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Date

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Phone

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Fax

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Signature

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Email