



Management Solutions
 6200 Buena Vista Dr., Newark, CA 94560
 (925) 606-9500 (925) 606-4369 FAX



Association Disclosure and Escrow Documents Order Form

Homeowner's Association:
Property Address:
Owner of Property:

Title Company:	Escrow Number:
Escrow Officer:	Phone Number:
Email:	Expected COE:

All documents will be emailed to Title within 7-10 business day (3-5 with Rush fee)

Check to Order	Documents	Civic Code Section	Fee	Not Available(N/A) Not Applicable (N/App), or Directly Provided by Seller and confirmed in writing by Seller as a current document (DP)
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Required on all sales transactions

<input type="checkbox"/>	Demand to Escrow with HOA provided Certification form including Regular Assessment, Special Assessment, Emergency Assessment, Other unpaid obligations of seller and Approved changes to Assessments and Rental Restrictions	4525(a)(4) 5675 and 4525(a)(4) 5300 and 4525(a)(4),(8) 4525(a)(9)	\$150.00	Does not include Lender-specific questionnaire
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Association Documents
 The seller may, in accordance with Section 4530 of the Civil Code, provide to the prospective purchaser, at no cost, current copies of any documents specified by Section 4525 that are in the possession of the seller. A seller may request to purchase some or all of these documents, but shall not be required to purchase ALL of the documents listed on this form.

<input type="checkbox"/>	Articles of Incorporation	4525(a)(1)	\$25.00	
<input type="checkbox"/>	CC&Rs	4525(a)(1)	\$50.00	
<input type="checkbox"/>	Bylaws	4525(a)(1)	\$25.00	
<input type="checkbox"/>	Rules and Regulations	4525(a)(1)		
<input type="checkbox"/>	Age restrictions, if any	4525(a)(2)	n/c	not applicable
<input type="checkbox"/>	Pro Forma Operating Budget with Assessment Enforcement Policy	5300 and 4525(a)(3)	\$25.00	
<input type="checkbox"/>	Reserve Study with Assessment and Reserve Funding Disclosure Summary	5300 and 4525(a)(4)	\$25.00	
<input type="checkbox"/>	CPA Financial Statement Review with 12 months financials	5300 and 4525(a)(3)	\$25.00	
<input type="checkbox"/>	Insurance Summary (Declaration pages)	5300 and 4525(a)(3)	n/c	Does not include loss payee or mortgagee clause.
<input type="checkbox"/>	Settlement Notice Regarding Common Area Defects	4525(a)(6), (7) and 6100	n/c	not applicable
<input type="checkbox"/>	Preliminary lists of defects	4525(a)(6), 6000 and 6100	n/c	not applicable
<input type="checkbox"/>	Notice(s) of violation	5855 and 4525(a)(5)	n/c	not applicable
<input type="checkbox"/>	Required statement of fees	4525	n/c	included
<input type="checkbox"/>	Minutes of regular meetings of the board of directors (12 months)	4525(a)(10)	\$25.00	
<input type="checkbox"/>	Complete package of all documents above, including demand. (\$50 discount)		\$300.00	

Additional fees				
<input type="checkbox"/>	Rush Request (3-5 business days)		\$75.00	
<input type="checkbox"/>	Estoppel inspection (Fee due on or before time of inspection)		\$200.00	Must be completed by seller before close of escrow. See demand for details.
<input type="checkbox"/>	Lender-specific HOA Questionnaire		Call for price	

Total Fee included for these documents \$

All Fees must be paid upfront.
We do not accept credit cards.

Please remit payment to: Management Solutions, 6200 Buena Vista Dr., Newark CA 94560

The information provided by this form may not include all fees that may be imposed before the close of escrow. Additional fees that are not related to the requirements of Section 4525 shall be charged separately. By signing below, the seller authorizes Management Solutions to furnish to the buyer copies of information previously made available to the seller. Management Solutions neither makes nor implies any representation or warranty in providing any of the above Association documents, and shall have no liability to any person or entity in connection with the distribution of these documents.

Seller:
 Signature: _____ Date Completed: _____

Printed Name: _____