



# Association Communications, Inc.

... serving Homeowners Associations since 1992

## Homeowners Association Resale Disclosure Request

Date: \_\_\_\_\_ Anticipated Close of Escrow: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Title Company: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

Contact: \_\_\_\_\_

Email\*:(All documents submitted via email)\_\_\_\_\_

Escrow/File #: \_\_\_\_\_ Transaction type:  Sale  Refinance

Ⓢ **Please note:** If requesting documents for the Country Club Vista or the Fairways HOA a signed authorization to perform an Estoppels inspection and access to the rear yard is required in order to complete your request. More detailed information can be found on the Authorization to Inspect Signature form.

**Document and Package Fees: Check the documents needed. All requests will be processed on Friday if payment & request are received in the office by Thursday at noon**

	<u>Cost</u>	<u>Delivery Time</u>
<input type="checkbox"/> Standard Demand Statement	\$ 75.00	4-5 business days
<input type="checkbox"/> Rush Standard Demand Statement	\$ 175.00	1 business days
<input type="checkbox"/> Standard Mortgage Questionnaire	\$ 95.00	4-5 business days
<input type="checkbox"/> Rush Standard Mortgage Questionnaire	\$ 195.00	1 business days
<input type="checkbox"/> Seller's Disclosure Package INCLUDES DEMAND STATEMENT	\$ 225.00	4-5 business days
<input type="checkbox"/> Rush Seller's Disclosure Package INCLUDES DEMAND STATEMENT	\$ 325.00	1 business days
<input type="checkbox"/> Updated Standard Demand Statement	\$ 45.00	4-5 business days
<input type="checkbox"/> Rush Updated Demand Statement	\$ 145.00	1 business days

Ⓢ Payment submission by mail should be sent to the following address All checks should be made payable to Association Communications, Inc. c/o Licia Hofmann – [licia@acihoa.com](mailto:licia@acihoa.com) or x224

Association Communications, Inc. CMF  
533 Moraga Rd #200, Moraga, CA 94556  
(925) 283-4900 Fax (925) 376-4901  
[www.aciho.com](http://www.aciho.com)