

INSTRUCTIONS: Please fill out the form entirely. If the property has two community associations and both are managed by Keystone Pacific Property Management (KPPM), please submit a separate request for each community association.

CONTACT INFORMATION

Company Name	Contact Name
Company Address	Phone #:
City, State, Zip	Email Address:

DELIVERY METHOD

Please check one. Certificate and document fees are due in advance of completion.

- | | |
|--|---|
| <input type="checkbox"/> Lender Pick-Up from KPPM's Irvine Office | <input type="checkbox"/> Call 2 nd Party for Pick-Up from KPPM's Irvine Office |
| <input type="checkbox"/> E-mail or Fax Document(s) and Mail Original to Lender | Name: _____ |
| <input type="checkbox"/> FedEx to Lender (Account #: _____) | Phone #: _____ |

PROPERTY INFORMATION

Community Association Name	Homeowner's Name
Property Address	Account #
Escrow #	

LENDER QUESTIONNAIRE

Please select, if applicable.

- Please complete the attached Lender Questionnaire – \$95.00
 Other: _____

DOCUMENTS

Fees for documents are due upfront. All documents are non-returnable and non-refundable.

Please check all documents being requested:

- | | |
|--|---|
| <input type="checkbox"/> Governing Docs (CC&Rs, Bylaws, Articles) – \$50.00 | <input type="checkbox"/> Statement of Occupancy Letter – \$10.00 |
| <input type="checkbox"/> Partial Governing Docs (Bylaws, Articles) – \$35.00 | <input type="checkbox"/> Litigation Status Letter – \$10.00/no charge if letter provided by litigation attorney |
| <input type="checkbox"/> Current Financial Statement – \$20.00 | <input type="checkbox"/> Reserve Study – \$50.00 |
| <input type="checkbox"/> Current Budget – no charge | |
| <input type="checkbox"/> Blanket Insurance Declaration Page | |

RUSH REQUEST

- Next Business Day Rush Fee – \$50.00
 (We may not be able to accommodate all rush requests)

<p>TOTAL UPFRONT FEE DUE NOW \$95.00 + _____ Documents + _____ Rush Fee = _____ Total Due Now</p>
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PLEASE NOTE: Please make all checks payable to Keystone Pacific Property Management. Please send to: 16845 Von Karman Avenue, Suite 200, Irvine, CA 92606, Attn: Escrow Department. Our turnaround time is three (3) business days from receipt of fee. Requests received after 5:00 pm Monday through Friday will be stamped as received the next business day.