

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

Escrow/Title Company Name	Escrow Officer Name
Escrow/Title Company Address	Phone #
City, State, Zip	Email Address

DELIVERY METHOD

Please check one. Upfront fee of \$75.00 is due in advance or in exchange of documents.

- Escrow/Title Company Pick-Up from KPPM's Irvine Office
 FedEx to Escrow/Title Co. (Account #: _____)
 Fax Statement and Mail Original to Escrow/Title Co.

PROPERTY INFORMATION

Community Association Name	Seller's Name
Property Address	Buyer's Name
Escrow #	Account #

LENDER QUESTIONNAIRE

Please select, if applicable.

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

DOCUMENTS

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"/> Partial Governing Docs (Bylaws, Articles) – \$35.00
<input type="checkbox"/> Current Financial Statement & Budget Package – included in transfer fee
<input type="checkbox"/> Statement of Occupancy Letter – \$10.00
<input type="checkbox"/> Rules & Regulations & Architectural Guidelines – included in transfer fee | <input type="checkbox"/> Blanket Insurance Declaration Page – included in transfer fee
<input type="checkbox"/> Litigation Status Letter – \$10.00/no charge if letter provided by litigation attorney
<input type="checkbox"/> Lien Release (recorded by other than KPPM) – \$60.00
<input type="checkbox"/> General Session Minutes (prior 12 months, based on availability) – \$60.00 |
|---|---|

RUSH REQUEST

- Next Business Day Rush Fee – \$50.00 (due in advance or in exchange)
Please note: When ordering a rush on a Statement of Account and a Lender Questionnaire, a rush fee will be charged for each. We may not be able to accommodate all rush requests.

TOTAL UPFRONT FEE DUE NOW \$75.00 + \$95.00 Lender Questionnaire (if applicable) + \$50.00 Rush Fee (if available) = _____ Total Due Now

PLEASE NOTE: A fee of \$75.00 is due upfront or in exchange for the demand and documents requested. HOA Certificate fees are also due upfront. Resale Statement of Account Processing Transfer Fee is \$260.00. The balance of all fees is due upon the close of escrow. We process requests on Mondays and Wednesdays. Requests received after 5:00 pm Monday through Friday will be stamped as received the next business day. Requests received after 9:30 am on Monday will be processed on Wednesday. Requests received after 9:30 am on Wednesday will be processed on the following Monday. Please make all checks payable to Keystone Pacific Property Management. Please send to: 16845 Von Karman Ave., Ste. 200, Irvine, CA 92606, Attn: Escrow Dept.