



ASSOCIATION ESCROW SERVICES AND DOCUMENTS

To assist in the escrow demand request process, you must complete page 2, [Escrow Request Form and Fee Schedule](#).

Procedures associated with an escrow request for resale or refinance are as follows:

- ❑ All requests are processed in the order they are received.
- ❑ Completion of request(s) is 3-5 business days. (*NOTE: California law allows for ten business days to complete escrow demand.*) See Fee Schedule for options on quicker turnaround time.
- ❑ Insurance information may be obtained directly from the Association's Insurance Agent. Contact information is provided on the Statement of Account.
- ❑ Delivery (return) instructions are included on the [Escrow Demand Request and Fee Schedule Form](#). **Should you wish FedEx or UPS return, you must provide your account number and mailing envelope.**
- ❑ The Escrow Demand Request Form MUST be completed in its entirety or the form will be returned for corrections, which will delay the process.
- ❑ Any questions regarding the process can be addressed to Valentina Rios, Jerry Reyes, or Kathy Nelson, at (562) 869-1556.
- ❑ All Request for Demands must be submitted, together with appropriate fees, via mail, messenger or hand carried to:
Hoag Property Management, Inc.
Attn: Escrow Services
10551 Paramount Blvd.
Downey, CA 90241
562-869-1556 x 115

NOTE: See fee schedule for required upfront fees. **Fax or Email requests are not accepted.**

*****Charges for documents provided as required by Section 4525*. 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. *****

NOTE: Some associations might have additional required documentation – item/fee will be noted on the Demand.
*The information provided by this form may not include all fees that may imposed before the close of escrow.
Additional fees that are not related to the requirements of Section 4525 shall be charge separately.

...Thank you for your Order!

ESCROW DEMAND REQUEST FORM AND FEE SCHEDULE



INSTRUCTIONS: All orders must be submitted with the completed Escrow Demand Request Form and appropriate payment all at once with payment by either check/cashier's check/or money order payable to: **Hoag Property Management, Inc.** located at 10551 Paramount Blvd. Downey, CA 90241. **Return Check Fee \$35.00**
 Cash or Credit cards not accepted at this time. Normal turnaround time is 3-5 business days, please see the rush fees option for a faster processing. The Lender's questionnaire must be submitted at the same time as the order form and payment. A \$20.00 updating fee will be charge for additional HOA documents requested after the Escrow Demand has been processed.

Escrow Company: _____
 Escrow Company Address: _____
 City, State, Zip: _____
 Escrow Officer Name: _____ Phone: _____
 Fax: _____ Email: _____
 Escrow #: _____ Approx. Closing Date: _____
 Association Name: _____
 Property Address: _____ City: _____
 Seller's Name: _____ Buyer's Name: _____
 Please indicate: REFINANCE \$80.00 +HOA Docs SALE \$225.00 +HOA Docs

****** ALL HOA DOCS ARE INDIVIDUALLY CHARGE AND TO BE PAID UP FRONT ******

Please indicate below which items are applicable and include the appropriate fees along with this form.

| Documents Requested | Civil Code | Price |
|---|-------------------|----------------------|
| <input type="checkbox"/> SALE <u>Statement of Account/Escrow Demand Processing Fee (Upfront Deposit \$80.00) Remaining Balance \$145.00 due COE. If escrow cancels, \$80 deposit will be held as cancellation fee.</u> | | \$225.00 |
| <input type="checkbox"/> REFINANCE / HOME LOAN PROCESSING Statement of Account | | \$80.00 |
| <input type="checkbox"/> Articles of Incorporation | §4525(a)(1) | \$17.00 |
| <input type="checkbox"/> CC&Rs | §4525(a)(1) | \$27.00 |
| <input type="checkbox"/> Annual Budget | §§5300/4525(a)(3) | \$10.00 |
| <input type="checkbox"/> Reserve Summary Page | §§5300/4525(a)(4) | \$5.00 |
| <input type="checkbox"/> Insurance Declaration Page | §§5300/4525(a)(3) | \$2.00 |
| <input type="checkbox"/> Meeting Minutes | §4525(a)(10) | \$5/month-could vary |
| <input type="checkbox"/> HOA Certification/Questionnaire Form | | \$45.00 |
| <input type="checkbox"/> Bylaws | §4525(a)(1) | \$20.00 |
| <input type="checkbox"/> Financial Statement | §§5305/4525(a)(3) | \$12.00 |
| <input type="checkbox"/> Collection Policy | §§5310/4525(a)(4) | \$12.00 |
| <input type="checkbox"/> Rules & Regulations | §4525(a)(1) | \$17.00 |
| <input type="checkbox"/> Fidelity Bond | §§5300/4525(a)(3) | \$2.00 |
| <input type="checkbox"/> Updated "Escrow Demand Form" | | \$20.00 |
| <input type="checkbox"/> Next Day Business Rush (HPM must receive request by 3:00 p.m.) | | \$65.00 |
| <input type="checkbox"/> 2 Business Day Rush (Due third business day after date received) | | \$35.00 |

TOTAL AMOUNT ENCLOSED:

Preferred Method Of Delivery

Email: _____ Hard Copies - Messenger
 Federal Express Account #: _____ UPS Account #: _____