

ASSOCIATION DISCLOSURE PACKAGE ORDER FORM

Name of Community: _____ Property Address: _____
Seller's Name: _____ Purchaser's Name: _____
Real Estate Agent's Name: _____ Contact Name/Phone: _____
Scheduled Closing Date: _____ Closing Attorney: _____

Select Services Desired:

- Disclosure Package – Hard Copy Base Fee-14 days delivery \$250.00 **OR**
- Disclosure Package – Electronic Format Base Fee (14 days delivery): \$225.00
- Package will be paid for when picked up Package will be paid for at closing

***** (14 day delivery is firm. If you need the package sooner, please select the expedited delivery listed below) *****

For electronic format, please provide the name and email address of the recipient:

Name: _____ Email address: _____
(Please print clearly to be sure it is sent to the correct email address)

- Additional Hard Copy (a maximum of two will be provided with the base when requested): \$25.00
- Expediting Delivery Fee (5 Business Days delivery, versus 14 days standard delivery): \$50.00
- Overnight Courier – Actual cost
- Regular mail delivery-Actual cost
- Third-party commercial delivery service for hand delivery – Actual cost
- Update of package prepared within the preceding twelve (12) months: \$50.00
- Written statement concerning any outstanding fees: \$50.00
- Updated inspection of the lot and related report: \$100.00

FOR CONDOMINIUMS ONLY – ADDITIONAL RECIPIENTS (Electronic Form Only):

First additional recipient's email address: _____
Second additional recipient's email address: _____

FOR PROPERTY OWNERS ASSOCIATIONS ONLY – ADDITIONAL RECIPIENT (Electronic Form Only):

Additional Recipient's email address: _____

Note concerning fees to be paid by purchaser at closing: A post-closing fee of \$50.00 will be charged to the purchaser of the property at closing for the purpose of establishing the purchaser as the owner of the property in the records of the association.

By signing below I hereby place an order for the items checked above. I understand that the applicable fees must be paid by the seller at closing. I further understand that if the closing does not take place within 90 days the fees shall be assessed against the lot owner for whom the services were provided and shall become an assessment against the member's lot.

Signature: _____
Full Name (Written): _____
Address: _____

Telephone: _____
Date of Order: _____

