



**Hanford • Freund
& Company**

Dear Seller or Real Estate Professional:

To expedite handling of your document request, please complete the Disclosure and Escrow Document Order Form. Return the completed form to us with payment of the appropriate handling fee.

All requests will be handled on a first-come, first-serve basis. Your order will be filled as quickly as possible within the ten days allowed by law. **Requests will not be processed without receipt of payment, in advance, of all disclosure and escrow document processing fees.** Documents will be made available for pick-up, mailed, or emailed to you. We cannot fax documents.

All disclosure information concerning common interest properties managed by Hanford•Freund & Company is provided to us by the respective Association/Corporation. We make no representations as to its accuracy or validity.

Hanford•Freund & Company will submit a Demand to Escrow, on behalf of the Association/Corporation to collect all balances owed at the time of sale. Therefore, please provide us with the name of the escrow company as soon as escrow opens, and further, please advise the escrow office to fax or mail us a Demand Form. Please be advised that in addition to the document fees and any other fees owed to the Association/Corporation, Hanford•Freund & Company charges the Buyer a \$100 set-up fee. This fee should be paid on or before the close of escrow by separate check payable to Hanford•Freund & Company.

Kindly return the completed form with your check, to my attention at Hanford•Freund & Company. If you need more information about document ordering procedures, please call me.

Thank you.

HANFORD•FREUND & COMPANY

47 Kearny Street
San Francisco, California 94108
415-981-5780
www.hanfordfreund.com

**Disclosure and Escrow Document Order Form
Required Statement of Fees**

CHARGES FOR DOCUMENTS PROVIDED AS REQUIRED BY SECTION 4525*

Property Address: _____ Unit # _____

Is transaction a:

Sale?

Owner of Property: _____

Refi?

Title Change?

Owner's Mailing Address: _____
(If known or different
from property address) _____

Provider of the Section 1368 Items: **Hanford • Freund & Co., Agent for the Homeowners Association
47 Kearny Street,
San Francisco, CA 94108**

Title Company: _____ Phone Number: (____) _____

Title Co. Address: _____ Escrow Number: (____) _____

Scheduled Close of Escrow: _____

Your Name: _____ Your Phone #: (____) _____

Your Email Address: _____ Your Fax: (____) _____

Delivery Instructions (Choose One):

Documents to be mailed to: _____
(Name)

(Street) (City) (State) (Zip)

Documents to be emailed to: _____

Documents will be picked up. Please call when ready.

Please indicate in the first two columns below which documents you want, and the number of copies of each that you require.

Check to Order	Qty	Document	Civil Code Section	Check if Included	Not Available (N/A) or Not Applicable (N/App)	Cost
I.		Basic Required Forms:				
<input type="checkbox"/>		Articles of Incorporation (or Statement of Unincorporated Association)	Section 4525(1)	<input type="checkbox"/>		\$25.00
<input type="checkbox"/>		Rules and Regulations	Section 4525(1)	<input type="checkbox"/>		\$25.00
<input type="checkbox"/>		CC&Rs	Section 4525(1)	<input type="checkbox"/>		\$50.00
<input type="checkbox"/>		Bylaws	Section 4525(1)	<input type="checkbox"/>		\$25.00
<input type="checkbox"/>		Age Restrictions, if any	Section 4525(4)	<input type="checkbox"/>		n/c
<input type="checkbox"/>		Pro forma operating budget or summary	Section 5300 Section 4525(3)	<input type="checkbox"/>		\$25.00
<input type="checkbox"/>		Reserve Study	Section 5260 Section 4525(3)	<input type="checkbox"/>		\$50.00
<input type="checkbox"/>		Assessment and Reserve Funding Disclosure Summary (if not included in Reserve Study)	Section 5260 Section 4525(4)	<input type="checkbox"/>		\$25.00
<input type="checkbox"/>		CPA Financial Statement Review	Section 5260 Section 4525(3)	<input type="checkbox"/>		\$25.00
<input type="checkbox"/>		Assessment Enforcement Policy	Section 5260 Section 4525(4)	<input type="checkbox"/>		\$25.00
<input type="checkbox"/>		Insurance Summary	Section 5260 Section 4525(3)	<input type="checkbox"/>		\$10.00
<input type="checkbox"/>		Minutes of Regular Meetings of the Board of Directors conducted over the previous 12 months, if requested.	Section 4525(9)	<input type="checkbox"/>		\$60.00
<input type="checkbox"/>		Required Statement of Fees	Section 4525	<input type="checkbox"/>		n/c
II.		All-in-One Forms Package				
<input type="checkbox"/>		Complete Package of All Applicable Documents Listed Above		<input type="checkbox"/>		\$300.00
III.		HOA Certification Letter (Required)				
<input type="checkbox"/>		HOA Certification with info concerning regular assessment special assessments, emergency assessments, other unpaid	Section 5260 Section 4525(4) Section 4525(8)	<input type="checkbox"/>		Our Form \$50.00

		obligations of the Seller, and approved changes to assessments				Lender or Other Form \$100
IV.		Other Forms That May Apply				
<input type="checkbox"/>		Settlement Notice Regarding Common Area Defects	Section 4525(6) Section 4525(7) Section 6100	<input type="checkbox"/>		\$25.00
<input type="checkbox"/>		Preliminary List of Defects	Section 4525(6) Section 6000 Section 6100	<input type="checkbox"/>		\$25.00
<input type="checkbox"/>		Copies or Summary of Notices of Violation	Section 4525(5)	<input type="checkbox"/>		\$35.00
V.		For Co-Op Units Only				
<input type="checkbox"/>		Complete Package of Above Documents for Co-Ops	With Financing	<input type="checkbox"/>		\$350.00
<input type="checkbox"/>		Complete Package of Above Documents for Co-Ops	With No Financing	<input type="checkbox"/>		\$300.00
<input type="checkbox"/>		Co-Op Stock Transfer Fee		<input type="checkbox"/>		\$150.00
		Total Fees for these Documents:				\$
IMPORTANT: ALL FEES MUST BE PAID IN ADVANCE						

* The information provided by this form may not include all fees that may be imposed before the close of escrow. Additional fees that are not related to the requirements of Section 4525 may be charged separately.

This form, signed by the seller or seller's agent, should be returned along with your remittance to:

Hanford • Freund & Company
47 Kearny Street
San Francisco, CA 94108

State law requires the seller of a common interest development unit to provide to the buyer certain information itemized above. By signing below, the seller authorizes Hanford•Freund & Company to furnish to the buyer copies of information previously made available to the seller. **As Property Manager, Hanford • Freund & Company neither makes nor implies any representation or warranty in providing any of the above Association documents, and shall have no liability to any person or entity in connection with the distribution or use of these documents.**

SELLER:

Signature

Date form Completed

Print Name

FOR INTERNAL USE ONLY:

Estimated Fees Paid on : _____
Property Manager's Initial: _____