

Boardwalk Investment Group, Inc. AMO

317 Lennon Lane, Suite 200
Walnut Creek, CA 94598
(925) 937-4378 (925) 947-2643 fax

HOA Document Request

Demand Number

Escrow Number

Request Date

Ordering Company Company Name Address City, St, Zip Contact Telephone	Delivery (check all that apply) <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Pick Up
Property Information Development Address	Owner All orders are processed within 10 days of submitted written order unless otherwise specified on order. All reasonable attempts will be made to expedite orders, however, additional fees apply for RUSH and/or PRIORITY orders to meet delivery dates. All fees are payable up front, except Transfer Fee which can be paid at close of escrow. Owner's or Owner's Agent Signature required.

Item	Description	Item Cost
<input type="checkbox"/> Articles of Incorporation	Copy of Stamped Articles Incorporation	\$25.00
<input type="checkbox"/> Budget	Copy of Latest Budget and Reserve Study	\$25.00
<input type="checkbox"/> By Laws	By Laws of Association	\$25.00
<input type="checkbox"/> Common Interest Disclosure Form	Common Interest Disclosure Form	\$25.00
<input type="checkbox"/> Document Package 1	Copy of CC&Rs, By Laws, Articles of Incorporation, Minutes, Financial Statements, Insurance Declaration Sheet, HOA Certification, Budget/Reserve	\$185.00
<input type="checkbox"/> Document Package 2	Copy of Articles of Incorporation, By Laws, Financial Statements, HOA Certification, Minutes, Insurance Declaration Sheet	\$140.00
<input type="checkbox"/> Financial Statements	Copy of Latest Balance Sheet & Income & Expense	\$20.00
<input type="checkbox"/> HOA Certification	HOA Demand Request & Certification provided by HOA	\$40.00
<input type="checkbox"/> HOA Certification - Custom	HOA Demand Request & Certification provided by Lender	\$55.00
<input type="checkbox"/> Insurance Dec Sheet	Copy of Insurance Declaration Sheet	\$15.00
<input type="checkbox"/> Minutes	Copy of Minutes for Last 12 Months	\$15.00
<input type="checkbox"/> Occupancy Statement	Occupancy Statement for the Association	\$10.00
<input type="checkbox"/> Rules & Regulations	Copy of Rules & Regulations	\$15.00
<input type="checkbox"/> Rush - 24 Hour	24 Hour (Business Day) Turn Around	\$100.00
<input type="checkbox"/> Rush - 72 Hour	72 Hour (Business Day) Turn Around	\$50.00
<input type="checkbox"/> Transfer Fee	Transfer Fee & Bookkeeping Set Up	\$75.00

I authorize a representative of Boardwalk Investment Group, Inc. AMO to provide the information referenced above the requesting party designated at the top of this form. My signature releases Boardwalk Investment Group, Inc. AMO and the Association from any liability which may result from information disclosed in these documents.

Recorded Owner's Signature: _____