



Home Owners Association Management
 26020 Acero, Ste 200
 Mission Viejo, CA 92691
 Phone: (949) 900-6160

Escrow Fee Schedule

Thank you for your request. Prior to processing the escrow demand, the request needs to be in writing. Provide the name of the Association, Owners name, your address and telephone number. If the account is more than 90 days delinquent the account needs to be paid in full through the document request.

LIST OF FEES:

- 1. **Sale Process Fee:** **\$250.00**
 Statement of Owners account
 HOA Certification
 Transfer Fee

- 2. **Refinance Fee** **\$100.00**
 Statement of Owners account
 HOA Certification

- 3. **Additional Escrow Documents**

Budget	\$ 5.00
Articles of Incorporation	\$ 5.00
Covenants, Conditions and Restrictions (CCR's)	\$30.00
By- Laws	\$10.00
Financial Statements (Balance Sheet)	\$10.00
Delinquency Policy Information	\$10.00
Minutes of Director's Meetings (per Month)	\$ 5.00
Rules & Regulations	\$10.00
Reserve Study Summary	\$10.00
Insurance Declaration & Policy	-
(Only agent name & phone number will be provided)	-
Year End Audited Financial Statement	\$15.00

Please make check or money order payable to Investors' Property Services.

- We will process your request demand after we receive payment.
- It will be three day turn around after we receive payment.
- To process within 24 hours of receiving payment (\$100.00 additional)
- Cancellation of the escrow will result in a \$100.00 processing fee.
- Charges for documents that have been provided by the Association are non-refundable.

Please sign form and sent it with your request at FX. (949) 900-6601

SIGN HERE _____