

TRANSFER FEES

◆ **Escrow Transfer & Refinance Fees**

Escrow Transfer Fee	\$175
Copy Fee	\$30 – <i>Whether escrow closes or not</i>
Lender Refinance Fee	\$60
Rush Fee (if requested in less than 72 hrs)	\$75

On occasion, we are asked why the seller/owner is required to pay a fee upon sale or refinance of their property. There is a common misperception that the fee is simply for copying Bylaws and CC&Rs. The fees shown above do include this information, as well as much more, as shown below. In actuality, we are required to provide very detailed and accurate information on questions that are relied upon by prospective buyers and lenders. As a result of the potential liability and time involved required in providing this information, our fees are the same, regardless of whether all information is requested as listed below.

The **California Civil Code** requires that **owners** provide the information we refer to herein. An owner may provide all the information on their own behalf, however when the **Association** and/or **Management Company** is asked to help facilitate providing the information, the Civil Code also specifically provides for a fee to be charged.

We provide the following information upon the request of the owner or authorized agent:

◆ **Escrow statement**

New legislation has brought changes to the statutes related to information which may be requested by owners from their association, Civil Code §1368(a)(4) and (5). Currently, upon a written request from an owner (usually one who is selling his/her unit), the association is required to provide a written statement, i.e., an Escrow Statement, which gives the amount of the association's current regular and special assessments, delinquencies, and related information. This Escrow Statement is usually provided through its property management firm to the seller's/owner's escrow company.

Additionally, the new legislation requires that the escrow shall now include:

- *The amount of any monetary fines or penalties levied upon the owner's interests and unpaid as of the date of the statement; and*
- *A copy/summary of any notice previously sent to the owner, which sets forth any alleged violations of the governing documents which remain unresolved as of the date of the statement.*

*The result of the new legislation is that through the Escrow Statement, associations may now put prospective buyers who are in escrow to purchase the seller's interest on notice of any **outstanding architectural violations**, as well as any **unpaid monetary fines or penalties**.*

◆ **Lender's Statement**

Can be several pages, generally includes questions regarding the physical common area, number of rentals, lawsuits, litigation, regular and special assessments, delinquencies, fee simple versus

leaseholds, association foreclosure policies, ownership percentages, potential phases, as well as other specific information.

◆ **Documents**

We may be asked to provide copies of a portion or all of the following documents:

- | | |
|---|---|
| <input type="checkbox"/> Pro-forma Operating Budget | <input type="checkbox"/> Bylaws/Amendments |
| <input type="checkbox"/> Management Company Agreement (if applicable) | <input type="checkbox"/> Annual Financial Statement |
| <input type="checkbox"/> Rules & Regulations | <input type="checkbox"/> Articles of Incorporation |
| <input type="checkbox"/> CC&Rs/Amendments | <input type="checkbox"/> 12 months of Minutes |
| <input type="checkbox"/> Financial Statements | <input type="checkbox"/> Architectural Guidelines |
| <input type="checkbox"/> Enforcement Procedures | <input type="checkbox"/> Collection Policy |
| <input type="checkbox"/> Resolution File | <input type="checkbox"/> Assessment Documents |
| <input type="checkbox"/> Copy of Declaration page from the Master Insurance Policy that reflects hazard, liability, fidelity, bond, and flood insurance, if applicable. | |
| <input type="checkbox"/> Other _____ | |

In addition to the above, as part of this process, after close of escrow, we provide the following service for the new owner:

◆ **New owner packages**

Send an Association New Owner Package, which includes:

- Introduction letter
- List of Board Members
- List of management duties
- 12 coupons and envelopes
- Copy of Association Rules
- Statement of Account
- New owner registration form to be returned to us

*Armstrong Property Management
1908 S. Court St.
Visalia, CA 93277*

559-733-1321
1-800-401-5751
559-733-1729 Fax