

Document Request Order Form

Order Date:

Project Name:

Unit Address:

City:

State:

Zip:

Owner Name:

Company Name:

Contact Person:

Phone No.:

Fax No.:

Email:

COMPLETE PACKETS (Please check one of the following)

Complete Condo Document Package (includes- Declarations, By-Laws, House Rules, RR105C, Current Financial, Budget, last 3 Board Meeting Minutes, Insurance Summary, Annual Meeting Minutes)

Complete PCA Document Package (includes- DCC&R's, Design Guidelines, Current Financial, Budget, last 3 Board Meeting Minutes, Insurance Summary, Annual Meeting Minutes)

ALA CARTE (Please check required items)

Declaration and Amendments (if applicable)

By-Laws and Amendments (if applicable)

Public Reports (All)

House Rules

Articles of Incorporation

Master Lease

Disclosure Realtor Form RR105C

Disclosure Realtor Form RR105C w/Current Financial last two (2) minutes and current budget

Lender's Disclosure w/Current Financial (Must be provided by lender)

Lender's Disclosure w/current Financial, last 2 approved minutes and current budget

Financial Statement (most current available)

Minutes (1 set), either Board, Annual OR Special

Budget w/ reserve study (Current)

Insurance Summary

Newsletters (Association or Cooperatives)

DCC&R, Design Committee Guidelines

Transfer Fees- Equity Properties Inc. Administrative cost to update current Home owner apartment and accounting records

Cooperative's Consent Fee: Fee may vary. We will notify you of amount and payee.

RUSH ORDER (Completed within 24 hours after request, excluding weekends)

Completed orders may be mailed to our office at the address listed above, OR you may fax your order at (808) 485-0987 to Attn: ADMIN Dept.

All Documents will be completed within five (5) business days from the date of your order. Documents will only be released once payment has been received.

If we do not confirm receipt of your order within one business day, please resubmit your request.

Additional charges may apply for mailing documents by certified mail. Equity Properties, Inc. is not responsible for any documents that are damaged or lost in the mail. There will be an additional charge for replacement.

If you do not receive all the items requested, please notify our office within 3 business days.