

## Escrow / Lender Information

This document is available online at [www.actionlife.com](http://www.actionlife.com)

In order to process any escrow or lender requests, payment of all fees and a copy of the seller's signed authorization (attached) is required **in advance**. **Faxed requests are not accepted.**

**Payment Options:**

**Checks or money orders** must be made payable to Action Property Management and mailed to the address below. Your request and the current owner's authorization must be included with the check.

**Credit Card** payments can be made online at: <https://www.actionlife.com> and click on ESCROW.

**Transmission Method:**

Action Property Management is an environmentally responsible company. We offer you the option of receiving your documents electronically (by email) rather than as hard copies, when possible. Please indicate your preferred method of delivery for this order below.

Hard Copy       Email (valid address required): \_\_\_\_\_

**Refunds:**

Any overpayment of fees necessitating a refund will incur a processing fee of \$10.00. Please carefully review the documents needed before submitting your order.

**Document / Service Fees: Please note that orders cannot be modified once placed**

<i>Document:</i>	<i>Civil Code Section:</i>	<i>Price:</i>
<b>*Purchase Demand/Transfer Fee</b> (required for all resales) :	4525	\$ 420.00
Lender's Certification (1-2 pages):		\$ 225.00
Each Additional Page:		\$ 25.00
CC&R's:	4525(a)(1)	\$ 50.00
Bylaws:	4525(a)(1)	\$ 40.00
Articles of Incorporation:	4525(a)(1)	\$ 40.00
<b>**Current Budget/Assessment Rate</b> (per year) :	5300 and 4525(a)(3),(4),(8)	\$ 40.00
Current Financial Statements (per month):	4525(a)(3)	\$ 30.00
Approved Meeting Minutes (one year) :	4525(a)(10)	\$ 90.00
Management Contract:		\$ 30.00
<b>***Rules &amp; Regulations:</b>	4525(a)(1)	\$ 30.00
Complete Reserve Study (most recent available) :	5300 and 4525(a)(3),(4)	\$ 50.00
Financial Statement Review/Audit (most recent available) :	5305 and 4525(a)(3)	\$ 40.00

**Turnaround Times: Any requests received after 1 PM PST will be recognized as received the following business day**

Five Business Days: (example: received Mon; completed following Mon)	<i>Included</i>
Three Business Days: (example: received Mon; completed Thurs)	\$ 60.00
Next Business Day: (example: received Mon; completed Tues)	\$ 130.00
Same Business Day (if received by 1:00 pm):	\$ 190.00

**Insurance Information:**

5300 and 4525(a)(3)

All insurance information must be obtained directly from the association's insurance agent. Contact information for the insurance agent will be provided on the demand cover letter, or it can be obtained by contacting Action Property Management direct at 949.450.0202 or 800.400.2284 (toll free).

**Cancellations:**

In the event of a cancellation, please contact the Escrow Department within 90 days of the issuance of the demand for a refund of the transfer fee (less a \$100.00 cancellation fee).

- \*Included w/ Demand Statement:**      *Special/Emergency Assessment- 4525(a)(4), Litigation/CDL Disclosure-4525(a)(6),(7) and 6000 and 6100, Violation Notice- 5855 and 4525(a)(5), Seller Balance- 5675 and 4525(a)(4),(8)*
- \*\*Included w/ Current Year Budget:**      *Assessment and Reserve Funding disclosure summary- 5300 and 4525(a)(4)*
- \*\*\*Included w/ Rules & Regs:**      *Age/Rental Restrictions- 4525(a)(2),(9), Assessment/Collection Policy- 5310 and 4525(a)(4)*

## Escrow Authorization Form

This form must be signed by the current homeowner and provided to our office prior to the release of any account specific information to escrow or any third party.

Association Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Street Address

City

State

ZIP

I / We attest that I am / we are the owner(s) of record of the above referenced property and that the individual/company listed below is representing me / us with respect to the transfer / refinance of this property.

Escrow Co. / Lender: \_\_\_\_\_

Company Name

By signing below, I / we authorize Action Property Management, Inc. to release the necessary documents, disclosures, financial data, and other information pertaining to the aforementioned property as requested by the escrow company or third party.

\_\_\_\_\_  
Name Signature Date

\_\_\_\_\_  
Name Signature Date