

## SALE INFORMATION ORDER FORM

We are in receipt of your request for the information in connection with an escrow transaction of a home within an Association VITCO PROPERTIES, INC., provides service to. The owner hereby authorizes VITCO PROPERTIES to release information to all matters concerning the Association, including pending litigation.

We agree to pay VITCO PROPERTIES, INC. the total amount due for the items requested.

Our signed copy of this form, returned via U.S. Mail or Facsimile will be binding upon this company.

<b>Initial here to request item</b>	<b>Price</b>	<b>Description interested</b>
	\$220.00	Transfer fee (Sale) <b>*Must be Initialed</b> (HOA Certification processing included)
	\$50.00	CC&R's
	\$20.00	By-Laws
	\$10.00	Articles of Incorporation
	\$30.00	Reserve Study (if available)
	\$100.00	Rush Service – 48 Hour Turnaround
	\$120.00	Cancellation fee <b>* MUST BE INITIALED *</b>
	\$15.00	Minutes (per month)
	\$15.00	Rules & Regulations
	\$10.00	Financials (per month)
	\$14.00	Budget (per year)

**\*Note: Cancellation fee is to be paid by the party responsible for canceling.**

Present Owners Name: \_\_\_\_\_

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

Escrow Company Name: \_\_\_\_\_ Escrow Number: \_\_\_\_\_

Escrow Company Legal Owner: \_\_\_\_\_

I am ordering the information initialed above, for the property indicated and agree to the terms, conditions and charges indicated.

Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Name (print): \_\_\_\_\_

Projected Escrow Closing Date: \_\_\_\_\_