

## REFINANCE 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.

Initial here to request item	Price	Description interested
	\$95.00	Refinance Processing Fee – 72 hour turnaround (Certification processing included)
	\$50.00 \$20.00 \$10.00	CC&R's By-Laws Articles of Incorporation
	\$30.00	Reserve Study (if available)
	\$30.00	Rush Service – 48 Hour Turnaround <b>*(Additional to Regular Processing Fee)</b>
	\$30.00	NSF Fee for returned checks
	\$15.00	Minutes (per month)
	\$15.00	Rules & Regulations
	\$15.00	Financials (per month)
	\$20.00	Budget (per year)

**\*ALL REFINANCE FEES MUST BE PAID BEFORE PROCESSING.\***

**Please pay by check or money order only.**

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

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

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 Closing Date: \_\_\_\_\_