

HOA DOCUMENTS FEES & REQUEST FORM

(AS REQUIRED BY SECTION 4525*)



The seller may, in accordance with Section 4530 of the Civil Code, provide to the prospective purchaser, at no cost, current copies of any documents specified by Section 4525 that are in the possession of the seller. A seller may request to purchase some or all of these documents, but shall not be required to purchase ALL of the documents listed on this form. Fees are non-refundable.

Property Address: _____

HOA / Community: _____ Property Owner: _____

Owner's Mailing Address (if different from above): _____

Provider of Section 4525 Items: **California Curb Appeal Real Property Specialists – Property Management**

Requesting Party Name: _____ Phone: _____

Email: _____ Date Completed: _____

STEP 1: Complete & Email this demand request form to: ESCROW@CALCURBS.COM

STEP 2: SEND payment to the address below or send with ZELLE to info@calcurbs.com

Select ✓	Document	Civil Code Section Included	Document Fee	Notes
	Articles of Incorporation (or statement of non-incorporation)	Section 4525(a)(1)	\$15.00	
	CC&Rs	Section 4525(a)(1)	\$20.00	
	Bylaws	Section 4525(a)(1)	\$20.00	
	Operating Rules	Section 4525(a)(1)	\$15.00	
	Age restrictions, if any	Section 4525(a)(2)		Not Applicable
	Rental restrictions, if any	Section 4525(a)(9)		Not Applicable
	Annual budget report or summary & including reserve study	Section 5300 & 4525(a)(3)	\$30.00	
	Assessment and reserve funding disclosure	Section 5300 & 4525(a)(4)	\$15.00	
	Financial statement review	Section 5305 & 4525(a)(3)	\$15.00	
	Assessment enforcement policy	Section 5310 & 4525(a)(4)	\$15.00	
	Insurance summary	Section 5300 & 4525(a)(3)	\$15.00	
	Regular Assessment	Section 4525(a)(4)	\$10.00	(included with HOA Demand)
	Special Assessment	Section 4525(a)(4)	\$10.00	(included with HOA Demand)
	Emergency Assessment	Section 4525(a)(4)	\$10.00	(included with HOA Demand)
	Other unpaid obligations of seller	Section 5675 & 4525(a)(4)		
	Approved changes to assessments	Section 5300 & 4525(a)(4),(8)		
	Settlement notice regarding common area defects	Section 4525(a)(6), (7) & 6100		
	Preliminary list of defects	Section 4525(a)(6), 6000, 6100		
	Notice(s) of violation	Section 5855 & 4525(a)(5)		
	Required statement of fees (or HOA demand)	Section 4525	\$125.00	
	Board meeting Minutes (past 12 months)	Section 4525(a)(10)	\$65.00	
	← Check here if requesting Complete HOA Pack (includes all above):		\$350.00	
	* The information provided by this form may not include all fees that may be imposed before the close of escrow. Additional fees that are not related to the requirements of Section 4525 may be charged separately.			Enter Subtotal On PAGE 2

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	Enter Subtotal From PAGE 1:	
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ADDITIONAL OPTIONS & SERVICES:

	Lender Questionnaire Fee ONLY - up to 4 pages (within 7-10 business days)	\$200.00	
	Extra Long-Form Lender Questionnaire Pages	\$50 per page	
	Updated HOA Demand Letter ONLY (if previous letter was provided over 60 days ago)	\$100.00	

CHOOSE YOUR DELIVERY METHOD:

EMAIL *(standard email delivery within 7-10 business days)*

RUSH EMAIL *(expedited delivery within 2-3 business days of receipt of payment)*
**** ADDITIONAL FEES APPLY**

PRIORITY MAIL *(printed hardcopy delivered within 10-14 business days of receipt of payment)*
**** ADDITIONAL FEES APPLY**

ADDITIONAL RUSH & DELIVERY OPTIONS:

	MAIL Option includes hardcopy by Priority Mail Service (this is an additional fee)	\$45.00	
	RUSH Electronic Option within 2-3 business days (this is an additional fee)	\$200.00	

ENTER TOTAL DUE:	\$
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AFTER payment is received, standard processing time will be 7-10 business days, or add rush option if needed. Rush option is available ONLY with EMAIL delivery of your documents. We cannot accept credit card payments.

How To Send Payment:

Instant electronic payments via Zelle. Send to: info@calcurbs.com

MAIL or DROP OFF check, money order, or cashier's check made out to:
CALIFORNIA CURB APPEAL PROPERTY MANAGEMENT
1881 Commercenter East, Suite #222, San Bernardino, CA 92408

Fees are non-refundable. For live help, call (909) 601-7069 between 9am to 1pm (PST) on Monday – Friday.