



## Terra Vista HOA Management

P.O. Box 1067

Monterey, CA 93940

Website: TerraVistaHOA.biz

Office: (831) 375-5444 Email: TVteam@terravistahoa.biz

### Homeowners Association Documents Request

Please select option(s) below. Owner/Seller signature required.

Standard HOA Documents Package for Escrow

Price: \$350

Standard turnaround time is 7-10 business days from receipt of payment.

Package Includes:

Completed Escrow Demand Statement

HOA Documents

Transfer Fee

Lender Questionnaire

Price: \$150

Standard turnaround time is 5-7 business days from receipt of payment.

Optional 48-hour Rush Fee \$100

Available for any of the options above.

Forms of payment accepted: check; money order

Payable to: Terra Vista HOA Management

Total amount due for options selected: \_\_\_\_\_

For TV Office Only: Payment Received By: \_\_\_\_\_ Date: \_\_\_\_\_

## Property Owner Release of Information Request

Property Address:

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Owner Name(s):

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**Owner(s) Signature(s) Required:**

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

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

I hereby authorize Terra Vista HOA Management to provide the requested documents to the parties listed below.

**Seller's Agent:** \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**Title Company; Representative:** \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**Lender; Representative:** \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**Other:** \_\_\_\_\_

Additional requests or instructions:

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