

**TERRA VISTA HOA MANAGEMENT**  
**2021 Homeowners Association Document Request Form**

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

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

Name(s) of Current Owner(s) /Seller(s): \_\_\_\_\_

**Any credits on the Seller's account at the time of escrow closing will be refunded directly from the HOA to the Seller. If utilities are billed in arrears to the Owner, a \$100 deposit will be placed on the Seller's account for future charges while home is in escrow. The balance will be refunded to the Seller when a copy of the new deed and the Buyer's Homeowner Profile is received.**  
**Please reference Profile on second page of request form.**

Date of Close: \_\_\_\_\_ Board Member or Homeowner: \_\_\_\_\_  
*Board Members, please contact your Community Manager.*

**The New Homeowner Profile is to be executed by the Buyer in Escrow prior to closing to and be submitted with a copy of the deed. A \$100 Service Charge will be assessed to Buyer if Profile is not received with a copy of the deed within 10 days of closing from the Title Company.**

Please select an option below:

- \$150 Optional 2-Day Rush** *Add-on available for any of the options below.*
  
- \$500 Standard HOA Documents Package for Escrow Request** **must be submitted through Title Company.** *One update within 90 days from initial request included. Package Includes: A completed Escrow Demand Statement provided by the Title Company, HOA Disclosures, and Transfer Fee. Standard turnaround time is 10 days from receipt of payment.*
  
- \$200 Escrow Demand Statement Only** *No additional disclosures are included and is not recommended. Request must be submitted through Title Company. Standard turnaround time is 7 days from receipt of payment.*
  
- \$300 Lender Questionnaire** (Lender provided Questionnaire)  
*Standard turnaround time is 7 days from receipt of payment.*
  
- \$2,000 VA/FHA Complex Certification Approval Process** *HOA approval process - No guarantee Complex will receive VA/FHA approval. Standard turnaround time is minimum 30 days from receipt of payment.*

\$ \_\_\_\_\_ **Total amount due for options selected** *Electronic Credit/Debit Card payment or Check payable to Terra Vista.*

**AUTHORIZATION FOR THE RELEASE OF OWNER INFORMATION**

*I (we) hereby authorize Terra Vista HOA Management to provide the requested documents to the parties listed below, including the potential Buyer's Lender as it pertains to a Questionnaire.*

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

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

**Escrow Officer / Lender Representative Contact Information:** \_\_\_\_\_

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



# Terra Vista HOA Management

## NEW HOMEOWNER PROFILE To Be executed by Buyer in Escrow

**\$100 Service Charge will be assessed to Buyer if not received with a copy of the deed within 10 days of closing from the Title Company.**

Please email information to: [tvteam@terravistahoa.biz](mailto:tvteam@terravistahoa.biz) / Questions: (831) 375-5444

DATE OF CLOSING: \_\_\_\_\_ HOA PROPERTY ADDRESS & UNIT #: \_\_\_\_\_

Property is:  Owner Occupied or  Tenant Occupied (**Tenant Information and a copy of the lease required**)

Owner Name(s) \_\_\_\_\_

Owner Mailing Address \_\_\_\_\_

Owner Email Address(es) \_\_\_\_\_

Owner Primary Phone Number \_\_\_\_\_ Phone Number Type \_\_\_\_\_

Secondary Phone Number \_\_\_\_\_ Phone Number Type \_\_\_\_\_

**In case of emergency, please contact:**

Emergency Contact \_\_\_\_\_ Emergency Phone Number(s) \_\_\_\_\_

Relationship to owner \_\_\_\_\_

**Effective January 1, 2020, Senate Bill 323 requires that members email addresses be included as a part of the Association's maintained membership list.** This list is available to all members upon request. If you would like to "Opt-Out" of this list, check the "Opt-out" box.

Yes, I wish to opt-out of the membership list.

**VEHICLES PARKING ON THE PREMISES - If Tenant Occupied, State Tenant's Information Below:**

1. Make/Model \_\_\_\_\_ YR \_\_\_\_\_ License # \_\_\_\_\_ Color \_\_\_\_\_

2. Make/Model \_\_\_\_\_ YR \_\_\_\_\_ License # \_\_\_\_\_ Color \_\_\_\_\_

### **TENANT INFORMATION**

Tenant Name(s) \_\_\_\_\_ Tenant Email Address \_\_\_\_\_

Tenant Cell Number# \_\_\_\_\_ Tenant Home/ Alt. Phone# \_\_\_\_\_

Pets (Number and Type) \_\_\_\_\_

**IF YOU HAVE A RENTAL AGENCY MANAGING YOUR PROPERTY,  
PLEASE COMPLETE THE INFORMATION BELOW.**

AGENCY NAME \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_

PHONE NUMBER(S) \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_