

GJ Property Management Company
7893 Cerritos Avenue #16
Stanton, CA 90680
Phone: (714) 820-9966

For Office Use Only-08/10 Date Received: Date Issued: Date of Delivery

RESALE DISCLOSURE DOCUMENTS REQUEST FORM

Association: _____

Property Address: _____

Legal Owner Name(s): _____

Point of Contact: _____

PoC Phone # _____ Legal Owner Phone # _____

HOA DISCLOSURE PACKET OR CONDO RESALE CERTIFICATE

PLEASE "X" ALL THAT APPLY

\$225.00* Total cost for the preparation of the disclosure packet in **paper format**, which includes the Standard Demand Statement, CC & R's, ByLaws, Budget and Newsletters (approx 4-5 business days after receiving payment).

\$325.00* Total cost for the preparation of the disclosure packet in **Electronic Format**, which includes the Standard Demand Statement, CC & R's, ByLaws, Budget and Newsletters (immediately upon receipt of payment).

ADDITIONAL FEES

PACKAGE UPDATE	\$50	Follow-up Request occurring within the same 12-month period of first request. Applicable only if document changes occur within that period.	<input type="checkbox"/>
ADDITIONAL COPY	\$25	For each copy requested of original document issue.	<input type="checkbox"/>
RUSH FEE	\$100	2 business days.	<input type="checkbox"/>
STANDARD DEMAND	\$75	5 business days.	<input type="checkbox"/>
UPDATED STANDARD DEMAND	\$45	Follow-up Request within the same 6-months of the first request.	<input type="checkbox"/>
STANDARD MORTGAGE QUESTIONNAIRE	\$95	5 business days.	<input type="checkbox"/>
RE-INSPECTION	\$35	Follow-up Request within the same 6-months of the first request.	<input type="checkbox"/>

Real Estate/Escrow Company: _____

Address: _____

Contact: _____ Phone: _____