



**ECONDOSERVICES - PROVIDENCE POINT
REO / NON-TRADITIONAL OWNERSHIP CHANGE
INFORMATION REQUEST FORM**

Please review this document carefully

This document outlines your responsibility in connection with the following requested work. Fees for requested work are due and owing regardless of whether your transaction closes.



**DISCLOSURE
DEPARTMENT**

PHONE: (425) 637-0412

FAX: (425) 637-0429

E-MAIL: disclosure.department@econdoservices.com

The Disclosure Department of eCondoServices acknowledges your request for disclosure documentation. Before your request can be processed, we require that you complete Section A, Section B, and Section C below:

We understand that you have assumed or acquired the ownership of a condominium unit or you are representing an owner of a condominium unit that requires documentation that would normally be transmitted through traditional escrow closing channels. In order to assist you, we must verify that you are the legal owner or representative for the owner of the unit to which you are requesting information. Please indicate which unit you represent and your relationship below. Please note that eCondoServices, the managing agent for the Association, charges a REO/Trustee Sale Record Set Up Fee in the amount of \$144.50. This fee covers confirming a new owner's legal right and recording a new owner's information into the Association's records. This set up fee must accompany your proof of ownership. Please check the proof of ownership document being submitted and include a copy with this form.

- Trustee's deed
- Sheriff's deed
- Deed in lieu of foreclosure

SUBJECT PROPERTY

Association Name PROVIDENCE POINT	Village
Property Address	
Unit Number	

YOUR RELATIONSHIP TO THE PROPERTY

Please check the box and complete the form below as appropriate.

- I am a bank or lender that has acquired this unit through foreclosure or other assumption process.
- I am a representative for a bank or lender that has acquired this unit through foreclosure or other assumption process and have enclosed documentation showing that I am an authorized representative.
- I am an owner who has acquired this unit through a sheriff's sale or trustee's sale or other assumption process.

Name of Individual or Owner Requesting Information		E-mail Address	
Name of Bank/Lender or Company Representing Bank/Lender		Phone Number	Facsimile Number
Address			
City, State, Zip			

SECTION A

REQUIRED DOCUMENT

REO/Trustee Sale Record Set Up Fee \$ 144.50

You may require additional disclosure documentation. The Association to which your unit belongs does not get involved with the ownership or transfer of ownership of individual units, therefore, it is not obligated to provide individual unit ownership disclosure information. eCondoServices, the managing agent for the Association, is able to provide such information, and will do so for a fee. The charge is billed to whoever requests the document. The fee varies depending upon the disclosure document you are requesting and the date by which you require documentation. Below is a fee schedule that outlines the type of disclosure document, the preparation time by eCondoServices and the related charge. Please note the asterisked items will not be provided if the unit is in collections. Once we receive a copy of the deed, we will forward the collection office's contact

REQUESTED DOCUMENT(S) AND PROCESSING TIMES:

<u>DOCUMENT</u>	<u>PREPARATION TIME</u>	<u>CHARGE</u>
<input type="checkbox"/> REO Unit/Association Information Request (Includes all item in a resale packet, except minutes.)	5 business days	\$ 301.12
<input type="checkbox"/> Listing Office Questionnaire & Payoff *	5 business days	\$ 211.00
<input type="checkbox"/> REO Payoff/Ledger *	5 business days	\$ 91.00
<input type="checkbox"/> Current Year Budget	5 business days	\$ 21.00
<input type="checkbox"/> Current Year Financial Statement (Includes Cash Flow Statements, Balance Sheet and P&L. Included are the last two fiscal year-end financials, as well.)	5 business days	\$ 21.00
<input type="checkbox"/> Governing Documents (Includes Declarations / CC&R's, By-Laws, Articles of Incorporation and Rules & Regulations / Resolutions.)	5 business days	\$ 21.00
<input type="checkbox"/> Replacement Reserve Study	5 business days	\$ 21.00
<input type="checkbox"/> Master Insurance Policy (Not the mortgagee clause or the Master Insurance Policy. These can only be obtained through the Master Insurance Agent.)	5 business days	\$ 21.00
<input type="checkbox"/> Two Years of Minutes (if available)	5 business days	\$ 21.00

NOTE - Above preparation times begin after payment is received. Requests received after 2 PM will be considered received on the next business day.

COST OF SELECTED DOCUMENTS AND SERVICES:

ADD EXPEDITED SERVICE:

Expedited Document (any) 2 business days \$ 100.00

TOTAL COST OF SELECTED DOCUMENTS AND SERVICES:

eCondoServices, LLC requires a duly authorized agent from your company to sign below accepting the terms of eCondoServices' disclosure work and agrees to pay the charges described herein.

PLEASE READ CAREFULLY BEFORE SIGNING. THIS IS A LEGALLY BINDING CONTRACT.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THE FOREGOING TERMS AND CONDITIONS OF THE REQUESTED DISCLOSURE WORK AND AGREES TO THE SAME. THE UNDERSIGNED FURTHER REPRESENTS THAT IF HE/SHE IS REQUESTING DOCUMENTATION ON BEHALF OF A COMPANY, HE/SHE HAS THE FULL AUTHORITY TO BIND SUCH COMPANY. FURTHER, THE UNDERSIGNED UNDERSTANDS AND AGREES THAT IN THE EVENT THE UNDERSIGNED FAILS TO MAKE ANY PAYMENTS WHEN DUE UNDER THIS CONTRACT, THE UNDERSIGNED SHALL PAY ALL COSTS AND EXPENSES, INCLUDING ATTORNEY/LEGAL FEES, INCURRED IN COLLECTING ANY PAYMENT DUE UNDER THIS CONTRACT.

Name	
Title	
Company	
Signature	Date

