

ESCROW/ LENDER REQUEST FOR DOCUMENTS/ SERVICES

In order to process a demand for an escrow or refinance, payment of fees and a copy of the seller's signed Escrow Authorization form is required **in advance**. A check or money order made payable to **Power Property Management** must accompany your request in the amount of all applicable charges. *Cash is not accepted*. Normal turnaround time is 3 working days from the receipt of request and payment of fees. **Requests must be received at the address listed below to ensure a 3 working day turnaround.** Demands with a check for the total amount of fees, including the signed authorization form are to be sent to:

Power Property Management
3023 Washington Blvd.
Marina Del Rey, CA 90292
Phone: (310) 593-3955
FAX: (310) 861-0714

REFUND

There will be a \$10.00 processing fee for refund of any overpayment for documents, so please carefully review the documents that are needed and ordered for this escrow.

LIST OF FEES- All fees are required up front, including transfer fee.

TRANSFER FEE (Sale only) \$150.00
(Includes pay-off letter)

LENDER'S CERTIFICATION (Any size/length form) \$50.00

RE-FINANCE DEMAND (*NO SALES*) \$50.00

ADDITIONAL ESCROW DOCUMENTS:

- CC & R's \$50.00
- By-Laws \$25.00
- Articles of Incorporation \$10.00
- Budget (per year) \$10.00
- Financial Statement/Balance Sheet (per month) \$10.00
- Board Meeting Minutes (\$5.00 per month) \$60.00
- Management Contract \$100.00
- Rules & Regulations \$25.00

RUSH FEE (*guarantees next business day turnaround*) \$100.00

SAME DAY RUSH FEE (must be received by 1:00pm) \$150.00

CREDIT CARDS ARE ACCEPTABLE: VISA OR MASTERCARD
(through website, additional fees apply)

ESCROW AUTHORIZATION FORM

This form must be signed by the current homeowner and provided to our office prior to release of any information to the escrow company or any other third party.

Association Name: _____

Property Address: _____
Street Address

City	State	Zip Code
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I/We attest that I am/we are the owner(s) of record of the above referenced property and that the individual/company listed below is representing me/us with respect to the transfer/refinance of this property.

Escrow Company Name/Lender

By signing below, I/we authorize Power Property Management, Inc. to release the necessary documents, disclosures, financial data, and other information pertaining to the aforementioned property as required by escrow company or third party.

_____ Name	_____ Signature	_____ Date
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_____ Name	_____ Signature	_____ Date
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