



DEMAND STATEMENT REQUEST FORM

INSTRUCTIONS: Please fill out the form entirely. In order to process any escrow or lender request, payment of all fees and a copy of the seller’s signed authorization (attached) is required in advance.

PAYMENT:

Checks or money orders must be made payable to Sona Property Management and mailed to the address below. Your request and the current owner’s authorization must be included with the check.

Credit/Debit Card payments can be made at www.sonamanagement.com/payment.php . There is a transaction fee associated with credit card payments.

ESCROW INFORMATION:

Escrow/Title Company Name: <input type="text"/>	Escrow Officer Name: <input type="text"/>
Escrow/Title Company Address: <input type="text"/>	Phone#: <input type="text"/>
City, State, Zip <input type="text"/>	Email Address <input type="text"/>

TRANSMISSION METHOD

Please check one.

- | | |
|---|---|
| <input type="checkbox"/> Escrow / Title Company Pick-Up from Sona’s Upland Office | <input type="checkbox"/> FedEx to Escrow/Title Co. (Account # _____) |
| <input type="checkbox"/> Fax Statement and Mail Original to Escrow/Title Co.
Fax Number: _____ | <input type="checkbox"/> UPS, GSO (Must provide a complete shipping label). |
| | <input type="checkbox"/> Email to: _____ |

PROPERTY INFORMATION:

Community Association Name: <input type="text"/>	Seller’s Name: <input type="text"/>
Property Address: <input type="text"/>	Buyer’s Name: <input type="text"/>
Escrow #: <input type="text"/>	Account #: <input type="text"/>

INSURANCE INFORMATION:

All insurance information must be obtained directly from the association’s insurance agent. Contact information for the insurance agent will be provided on the demand cover letter, or it can be obtained by contacting Sona Property Management at 909-532-8388.



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DOCUMENT/SERVICE FEES:

All documents are non-returnable and non-refundable. The seller may, in accordance with Section 4530 of the Civil Code, provide to the prospective purchaser, at no cost, current copies of any documents specified by Section 4525 that are in the possession of the Seller. A seller may request to purchase some or all of these documents, but shall not be required to purchase ALL of the documents listed on this form.

Please check all documents being requested:

Document	Civil Code Section	Price	Document Total
*Transfer Fee (required for all resales – includes payoff letter. \$75 non-refundable deposit required). \$150 due at the close of escrow.	4525	\$225.00	
<input type="checkbox"/> Lender’s Certification (1-2 pages) Each Additional Page	4525	\$100.00 \$25.00	
<input type="checkbox"/> CC&R’s:	4525(a)(1)	\$40.00	
<input type="checkbox"/> Bylaws:	4525(a)(1)	\$20.00	
<input type="checkbox"/> Articles of Incorporation:	4525(a)(1)	\$5.00	
<input type="checkbox"/> Budget/Current Assessment Rate (per year)	5300 & 4525(a)(3),(4),(8)	\$30.00	
<input type="checkbox"/> **Financial Statements/Balance Sheet (per month)	5305 & 4525(a)(3)	\$20.00	
<input type="checkbox"/> Approved Meeting Minutes (one year to the extent available)	4525(a)(10)	\$65.00	
<input type="checkbox"/> Management Contract		\$25.00	
<input type="checkbox"/> ***Rules & Regulations:	4525(a)(1)	\$20.00	
<input type="checkbox"/> Complete Reserve Study (most recent available):	5300 & 4525(a)(3),(4)	\$35.00	
<input type="checkbox"/> Audit (most recent available)	5300 & 4525(a)(3)	\$30.00	
		Total	

RUSH REQUEST: (due in advance or in exchange). **Please note:** When ordering a rush on a Statement of Account and a Lender Questionnaire, a rush fee will be charged for each. We may not be able to accommodate all rush requests.

- Next Business Day Rush Fee - \$100.00
- Same Business Day - \$160.00 (if received by 1:00pm)

TOTAL UPFRONT FEE DUE NOW
\$75.00 (Transfer Fee Deposit) + \$100.00 Lender Certification (if applicable) + \$_____ Cost of Requested Documents + \$100 Next Business Day (if available) = _____ Total Due Now

***Included w/ Demand Statement:** Special/Emergency Assessment – 4525(a)(4), Litigation/CDL Disclosure – 4525(a)(6),(7) and 6000 and 6100, Violation Notice – 5585 and 4525(a)(5), Seller Balance – 5675 and 4525(a)(4),(8)

**** Included w/ Financial Statement:** Assessment and Reserve funding disclosure summary – 5300 and 4525(a)(4)

***** Included w/ Rules & Regulations:** Age/Rental Restrictions – 4525(a)(2), (9), Assessment/Collection Policy – 5310 and 4525(a)(4)

For Office Use Only:
 Account #: _____
 Date Received: _____

PO Box 10
 Upland, Ca. 91785
 -
 869 E. Foothill Blvd #L1
 Upland, Ca. 91785

909.532.8388
 info@sonamanagement.com



Escrow Authorization Form

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

Association Name: _____

Property Address: _____
Street Address

City State ZIP

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 Co./Lender: _____
Company Name

By signing below, I / we authorize Sona Property Management to release the necessary documents, disclosures, financial data, and other information pertaining to the aforementioned property as requested by the Escrow Company or third party.

Name Signature Date

Name Signature Date