TEXAS PREMIER TITLE

HOMEOWNER ASSOCIATION
INFORMATION AND TIPS

As a courtesy to you, Texas Premier Title will order the resale certificate and HOA documents on your behalf. The following is information regarding this process.

- Generally, HOA management companies expect payment for their services to be paid upfront before they will process the order. Therefore, please be prepared for a title company representative to contact you and request credit card information to use to pay the upfront charges. You will be given an estimate of those charges and once the order is placed, you will receive a copy of the order form for your records.
- By law, HOA management companies have 10 <u>business</u> days to deliver these documents once the order is placed and payment is received. To avoid RUSH fees which range from $50 to $150 on top of the resale cost, please allow adequate time in the contract for these documents to be delivered to the buyer. Whenever possible, please allow 12 to 15 days for delivery.
- Gate codes, access cards or common area access keys may need to be purchased by the Buyer from the HOA or they may be transferred to the Buyer from the Seller, depending on the HOA.
- Once Texas Premier Title receives your documents from the management company they will be distributed to all parties promptly thus insuring compliance with the terms of the Contract.
- The following is a request for information which is vital to completing this process efficiently. Please complete all blanks.

Seller Name(s):_____   _____

Current Address:_____

Name of the Homeowner's Association: _____

Name of the Management Company: _____

      Phone Number: _____   Fax Number:_____

Amount of Dues: $_____
           Payable: ☐ Monthly   ☐ Quarterly ☐ Semi-Annual ☐ Annual

Make checks for Dues payable to: _____

Dues are currently paid through: _____ Next due date: _____

Special Assessments, if any: _____

Has the HOA filed any liens against you for past due assessments? Amount? $_____

Current Violations, if any: _____

Other Information: _____

_____   *A Reputation for Unsurpassed Service*