



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 for your records.

By law, HOA management companies have 10 business 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 the entire form to the right.

Seller Name(s):

Current Address:

Name of Home Owners Association:

Name of Management Company:

Phone Number:

Fax Number:

Amount of Dues:

Payable: Monthly Quarterly Semi-Annual Annual

Make checks for Dues payable to:

Dues currently paid through:

Next Due:

Special Assessments, if any:

Has the HOA filed any liens against you for past assessments?

Amount?

Current Violations, if any:

Other Information: