

RESALE CERTIFICATES, BROKER & LENDER REQUESTS, & TRANSFER FEES HOMEOWNER FORM

Name: _____

Address: _____ Lot _____

Association Name: Sunnyside Heights 2017 Homeowner's Association

I, _____, (your name) request a Resale Certificate
 Mortgage Request Escrow Form Transfer Fee for my client's unit. I understand there is an upfront fee.
We do accept funds using Zelle walter@northfieldproperties.info First Name: Northfield: Last Name:
Properties Inc. For escrow and transfers, it is understood that Association Management legally has 10 days
(unless such date falls on a weekend or holiday when it would be ready the following business day) to process
request once it has been received at the Management's office.

- \$325.00 Base fee for Escrow
- \$25.00 I would like the last six (6) months of meeting minutes and the last two (2) years of annual meeting minutes included (limited to the minutes Northfield Properties Inc has on file)
- \$100.00 I am in a rush, and request a "rush" order on my resale certificate, I understand that there is an additional \$100.00 fee,
- \$150.00 I am in need of this in the next 24 hours and understand that there is an additional fee, I understand that there is an additional \$150.00 fee,
- \$150.00 Escrow Transfer Fee (have buyer complete HOA Registration form and email to NPI hoa-npi@northfieldproperties.info for distribution and documentation in 48-hours)
- \$ 75.00 Mortgage Refinancing (paid by Mortgage Co.) at time of order at \$75/hour, I understand that there is a \$75/hour processing fee and if over one hour upon request additional payment will be submitted before any documents are provided.

\$ _____ Total amount of payment

Delivery Instructions: Please contact _____ with: _____

At _____ (phone or email) when the certificate is completed. I will need the resale certificate and supporting documentation.

(choose one):

- Printed out and ready for pickup (additional charges will apply)
- E-mailed to: _____

I understand all the above terms and conditions of this request.

Requestor's Name: _____ Date: _____

Relation to Seller / Buyer / Homeowner: _____

**Check Payments made in Certified Funds only (Cashier Check or Money Order)*

A Resale Certificate is a set of documents and disclosures that is assembled by a Condominium Owners Association. The resale certificate is provided by the seller to prospective buyers. **In Washington State, a resale certificate is required by law.**

Resale certificates contain a variety of information about a condo complex. It contains legal documents that describe the formation of the condominium and how it operates, known as its CC&Rs. It also includes detailed financial reports on how the condo association collects and spends its money. A resale certificate will also outline the rules & regulations for a particular condo, along with meeting minutes from recent condo association meetings (for an additional fee).

When purchasing a condominium, it is critical to review the resale certificate to understand the structure, rules and operation of the condo association. It is also a source of information for determining if the association has legal, financial or maintenance issues that need to be addressed.

SUNNYSIDE HEIGHTS 2017 HOMEOWNERS ASSOCIATION

HOMEOWNER REGISTRATION INFORMATION SHEET

Name (1): _____ Name (2): _____

Address: _____ City: _____ Zip: _____ LOT : _____

Cell Phone (1): _____ Cell Phone (2): _____

Home Phone: _____ Work: (#): _____

Email Address (1): _____

Email Address (2): _____

Emergency Contact Name: _____ Phone: _____

Relationship: _____ City, St: _____

Emergency Contact Email: _____

Children (Name, Age): _____

Vehicle Information (A) Color, Year, Make and Model: _____

Vehicle Information (B) Color, Year, Make and Model: _____

Vehicle Information (C) Color, Year, Make and Model: _____

Vehicle Information (D) Color, Year, Make and Model: _____

License Plate (A) #: _____ License Plate (B) #: _____

License Plate (C) #: _____ License Plate (D) #: _____

Pets (*D or C): Circle Dog or Cat: Breed, Color, Name, Sex: _____

Pets(**D or C): Circle Dog or Cat: Breed, Color, Name, Sex: _____

If more items than lines provided, complete here: _____



SUNNYSIDE HEIGHTS 2017 HOA - TENANT INFORMATION

Dear Homeowner(s):

For us to more effectively manage your community, we request you take a few minutes to complete the following questionnaire and return to us at your earliest convenience. As a homeowner, providing us with your contact information is very important in case of emergency. If you are renting your home, please provide the name and contact information for your tenant(s) and property management firm in case you are unavailable. Info needs to be within a week prior to move in or within 3 days of move in. Please print clearly. Thank you!

.....
Date: _____ Lot # _____ Lot Address: _____

Owner(s) Name(s): _____

Owner Address: _____

City: _____ State: _____ Zip: _____ - _____

Cell 1 Phone: (_____) _____ - ____ Cell 2 Phone: (_____) _____ - _____

Contact Email Address: _____
.....

Do you live () in area; or () out of area?
.....

Renter Information: (For additional, children, pets and vehicles, complete on HOA Registration form)

Tenant Name(s): _____

Contact *

Cell Phone(s): (_____) _____ - _____ (_____) _____ - _____ (_____) _____ - _____

Email Address(es): _____

In case of emergency please notify: _____
.....

Relationship: _____ Telephone: (_____) _____ or _____

Property Management Company: _____

Contact: _____ Phone: (_____) _____

Contact Email Address: _____
.....

Information: NPI Date Rcvd; _____ Provide NPI with Copy of Lease and Yearly Renewals

Lease Beg/End Date: _____ Provided Copy of Rules and Regulations: _____

Date

Pets: ___# Type(s): _____ All Adult Tenants had full background check? _____

of Vehicles: _____ Types of Vehicles: _____

Residents understand vehicles must be in good working order, no parking on easements, and not to block residents from backing out of their driveways from across the street.

ADDITIONAL INFORMATION (vehicle, pets, all adult info, children) CAN BE PROVIDED ON HOA REGISTRATION FORM