



Client Owner Request to Complete Homeowner Association Questionnaire

Dear Client Association Member –

Selling or refinancing your home can be stressful and time consuming. As agent of your community association we would like to remind you that the obligation to provide disclosures to a potential buyer of your property or lender is your responsibility as required by California Civil Code §4525. To assist you in this process, you or your title company may request that we, as agent of the association provide the required disclosures to your title company. To order the required disclosures please go to www.homewisedocs.com and follow the instructions for ordering the disclosures.

If you need a lender certification or homeowner association questionnaire completed, please note that we are not required to complete these questionnaires or lender certifications, but will do so if the following conditions are met:

1. Payment by PayPal, based on the number of pages of the questionnaire. Please access the AMC website at http://www.assocmgmt.com/AMC/sub_category_list.asp?category=16&title=Escrow+Services.
2. The property owner's signature on the following form returned to our office via email, info@assocmgmt.com, fax, 925 462-8865 or mail, AMC LLC, PO Box 503, Pleasanton CA 94566.

I, _____, the owner of record of _____
Name Subject Address

_____ request and authorize Association Management

Company LLC as the agent of _____
Name of Homeowner Association

to complete to the best of their knowledge and information the lender certification or homeowner association questionnaire and I understand that the answers provided may affect the outcome of the selling or refinancing of my property and release and hold harmless Association Management Company LLC and its employees from any adverse outcome from the completion of this questionnaire.

Signed: _____ Date: _____

Address: _____ Tel: _____