

Request a Closing Letter Today!!

To order a closing letter send your request to our team:

Melanie Mitchell - Community Association Manager: Melanie@McCrearyRealty.com

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****Closing Letters should be requested by the Closing Attorney, no requests made by Homeowners will be accepted.**

| Item Name | Description | Category | Variation Name | Price |
|--|---|--------------|----------------|----------|
| Closing Letter for HOA-Tier 1 | A \$150.00 Fee is due for completing Basic Closing Letter to include the following: - Member Ledger is included in this amount (\$10.00 for POA's) - Date of Issuance - Amount of Fee & Frequency of Billing - Current Payment Status - Due Date of Next Payment - Special Assessment Disclosure - Date the Letter is good through - Expiration of Letter (30 days from issuance) - Open Violation of Protective Covenants In compliance with §44-3-232(d) and §44-3-109(d) | HOA Closings | Regular | \$150.00 |
| Closing Additional-Tier 2 | A fee of \$75.00 is due for any/all additional Information noted below: - List of any other Associations (Master/Sub) - e-Copy of CCR's, ByLaws, Rules & Regulations - If Applicable, copy of Master Insurance Policy covering unit - If Applicable, Assigned Parking In compliance with §44-3-232(d) and §44-3-109(d) | HOA Closings | Regular | \$75.00 |
| GAR Form Completion | For Assistance with Sellers, Seller's Agent or Buyer's Agent in completing GAR Form <u>Community Association Fees, Disclosures and Related Issues</u> , a fee of \$25.00 will be due. In compliance with §44-3-232(d) and §44-3-109(d) | HOA Closings | Regular | \$25.00 |
| Questionnaires-Lender/PUD/Condo-Tier 3 | For any lender or buyer required questionnaire for Condos/PUD's, then a fee of \$150.00 is due at time of issuance. In compliance with §44-3-232(d) and §44-3-109(d) | HOA Closings | Regular | \$150.00 |
| Renewal of Closing Letters | To renew the effective date of any closing letter for another 30-day period, there is a \$75.00 Renewal Fee Due. In compliance with §44-3-232(d) and §44-3-109(d) | HOA Closings | Regular | \$ 75.00 |
| Rush Fee | For any request that is less than 5 business days (M-F) from the date needed, there is a \$75 Rush Fee Due. In compliance with §44-3-232(d) and §44-3-109(d) | HOA Closings | Regular | \$ 75.00 |