

REQUEST FORM
HOA / LENDER QUESTIONNAIRE

UP-FRONT FEE \$125

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY FOR EVERY REQUEST

Company Name: _____ Contact Name: _____
Company Address: _____ Phone #: (____) _____
City/State & Zip: _____ Fax #: (____) _____

RETURN INFORMATION

Check ONE

- Call Lender for Pick-up
- Fax Statement & Mail original (Sent to Lender)
- FedEx (Sent to Lender) Account#: _____
- UPS (Sent to Lender) Account#: _____
- Call Homeowner / Other for Pick-up

Name: _____ Phone #: (____) _____

PROPERTY INFORMATION

Association Name: _____ Homeowner's Name(s): _____
Property Address: _____

LENDER QUESTIONNAIRE

Check one (if applicable)

- Attached is my Lender's Lender Questionnaire for you to complete (\$125)
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DOCUMENTS

(FEES FOR DOCUMENTS ARE DUE UP-FRONT IN ADDITION TO THE QUESTIONNAIRE FEE)

All documents are non-returnable and non-refundable

Check all documents being requested:

- Declaration & By-laws (\$50)
- Financial Statement (\$20)
- Association Rules & Regulations (\$25)
- Budget (\$20)

Please contact the association's insurance agency for declaration page or certificates.

RUSH REQUEST

(FEE DUE UP-FRONT IN ADDITION TO ALL OTHER AFOREMENTIONED FEES)

Check one (if applicable):

- 3 Business Day Rush Fee: (\$50) (due the third business day after date received)
 - Next Business Day Rush fee: (\$100) (due the next business day after date received)
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PLEASE NOTE

Make all checks payable to Plaza Realty & Management Corp. and send to: 1010 Hope Street – 2nd Floor, P.O. Box 17010 Stamford, CT 06907.