

HOA / LENDER QUESTIONNAIRE REQUEST FORM

UP-FRONT FEE \$250

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY FOR EVERY REQUEST

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

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 #: (____) _____
- E-mail & mail original

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 (\$250)

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

Please contact the association's insurance agency for declaration page(s) or certificate(s).

RUSH REQUEST

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

Check one (if applicable):

- 3 Business Day Rush Fee: \$75 (due the third business day after date received)
- Next Business Day Rush Fee: \$150 (due the next business day after date received)

PLEASE NOTE

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

For your convenience we accept payments via Venmo

Link: www.venmo.com/Plazarealtymgmt or through user name: @plazarealtymgmt
Last 4 digits of Plaza phone for confirmation: 0668