

# HOMEOWNER'S ASSOCIATION (HOA) TIPS & INFO

**AS A COURTESY, RANGER TITLE WILL ORDER THE RESALE CERTIFICATE AND HOMEOWNER'S ASSOCIATION DOCUMENTS ON YOUR BEHALF.**

## OVERVIEW OF PROCESS

Most HOA management companies require payment upfront before they begin processing document orders. A representative from the title company may contact you to collect credit card information for this purpose. You will receive an estimate of the charges, and once the order is placed, a copy will be provided for your records.

By law, HOA management companies have 10 business days to deliver the documents once the order is submitted and payment is received. To avoid additional rush fees (typically \$50 to \$150 on top of the base resale cost), be sure to allow enough time in the contract for delivery. Whenever possible, plan for 12 to 15 days.

Gate codes, access cards, or keys for shared amenities may need to be purchased directly by the buyer or transferred from the seller, depending on the HOA's rules.

Once we receive your documents from the management company, they will be distributed to all parties promptly thus insuring compliance with the terms of the Contract.

**Seller's Name(s):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Amount Of Dues:** \_\_\_\_\_

**Name of HOA:** \_\_\_\_\_

**Payable:**

☐ Monthly ☐ Quarterly ☐ Semi-Annual ☐ Annual

**Name of Management Company:** \_\_\_\_\_

**Make Checks for Dues Payable to:** \_\_\_\_\_

**Paid Through:** \_\_\_\_\_

**Special Assessments, if any:** \_\_\_\_\_

**Has HOA filed any  
liens against you for  
past assessments?**

☐ Yes ☐ No

**Amount:** \_\_\_\_\_

**Current Violations, if any:** \_\_\_\_\_

**Other Info:** \_\_\_\_\_