
Assessment Letter Checklist

PART 1 (Please Print)

Association: _____ Date of Request: _____

Unit's Address: _____

Sale or Refinance (circle one)

Seller's Name: _____

Forwarding Address: _____

Buyer's Name: _____

If buyer is purchasing this as an investment property please provide offsite address:

Offsite Addresses: _____

Closing Date: ____/____/____ Requested By: _____

Your Phone #: _____ Your Fax #: _____

Email Address: _____

Do you need a copy of the Declaration? (A \$25 fee is charged) Yes or No (circle one)

The Declaration will be mailed to the unit's address after closing checks are received. If you would like it prior to closing or mailed to a different address please provide that information.

*****PLEASE NOTE***** If this unit was part of a foreclosure sale a copy of the Declaration must be included!! Also, the buyer understands if there is a balance left on the account after the closing it becomes their responsibility.

PART 2 (Inner Office Use ONLY)

Reviewed QuickBooks Notes and attached a copy. Yes or No (circle one)

Date Letter Faxed/Emailed: ____/____/____ Date Declaration sent out: ____/____/____

NCM Fee: \$_____ (Dec. Fee Inc. YES or NO) Foreclosure: YES or NO

Account Reviewed: Yes or No by: _____ Legal Fees Confirmed Yes or NO by: _____

Buyer: \$_____ (6 months) Seller: \$_____

All Necessary Attachments have been filled out prior to closing: Yes or No (circle one)

Missing Item to Complete Closing Paperwork: _____

NCM Fee Paid By Check # _____

Check Date: ____/____/____

Welcome Letter Sent: Yes or No (circle one)

Date Sent: ____/____/____

Account Changed Over: Yes or No (circle one)

Date Changed: ____/____/____



Important Information for Paid Assessment Letter & Closing Procedures
Please note that you may contact our closing department at:
sales@nemanichconsulting.com

1. Fill out Part 1 of the attached checklist completely. Any missing information can result in a delay of processing your request. If the unit is a foreclosed unit you **MUST** include a copy of the Sheriff's Deed and the first page of the contract. The attached form **MUST** be provided for any and all closings.
2. All Buyers must receive a copy of the Declaration and Rules & Regulations if the seller does not have a copy to provide the buyers please ensure that you indicate that a copy is needed. Also, all foreclosed properties will automatically be charged for a copy of the Declaration to be mailed to the buyer. A copy of the Declaration is \$25.00.
3. Please note if your closing requires a Condo Questionnaire or a 22.1 please request it when you email the completed form back. Our office uses a standard form for both.
4. Please note that some Associations require additional processing fees, move-in/out deposits, interviews and forms, etc. prior to the release of the paid assessment letter. If this applies to your closing you will be contacted or faxed or emailed the information.
5. Your request should be **at least two (2) weeks prior** to the closing date. If we receive the proper notice you should expect to receive your letter at least 2 days prior to your closing date. If we do not receive ample notification there may be an additional "Rush" charges for lack of notification.
6. **FOR REFINANCES ONLY** – If you need a paid assessment letter and/or questionnaire, the processing fee **MUST** be submitted to our office in the form of a cashier's check, money order or business check prior to the release of the letter and/or questionnaire.

Please email our closing department with any questions or request at
sales@nemanichconsulting.com

**The check must be made payable to
Nemanich, 2756 Caton Farm Road, Joliet, IL 60435
Attn: Closing Department.**