



## Preferred Management

1070 Larkin Avenue Ste 1E  
Elgin, IL 60123  
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[www.preferredmanagementusa.com](http://www.preferredmanagementusa.com)

Telephone (847) 695-6400

### Association Letter Request Form

Property Address: \_\_\_\_\_

Seller: \_\_\_\_\_

Buyer: \_\_\_\_\_

Close date/Date you need the documents by: \_\_\_\_\_

Requester Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Services Requested:

- Paid Assessment Letter – Fee is \$175.00 (if another letter is needed, additional fees will be required)
- 22.1 Condominium/Townhome Disclosure - Fee is \$75.00 (which includes a financial statement)
- Current Budget (no charge)
- Condominium Questionnaire required by Lender- Fee \$100.00 for 1<sup>st</sup> 2 pages and \$25 for each additional page.
- Covenants, Bylaws and Rules and Regulations (if applicable) Duplication by Email- Fee is \$25.00.

**Our normal turnaround time is 5 business days from when payment is received, so if documents are needed sooner than that a rush fee is required. See below for the different rush options.**

- Rush (4 days) Fee is \$50.00 additional
- Rush (3 days) Fee is \$100.00 additional
- Rush (2 days) Fee is \$150.00 additional
- Rush (1 day) Fee is \$200.00 additional
- Rush (same day) Fee is \$250.00 additional (this option is dependent on staffing and cannot be guaranteed)

- ***Advance Payment is required before documents are sent, and the fees are nonrefundable.***
- ***All completed forms will be emailed and sent together at the same time***
- ***Our normal turnaround time is 5 business days, once payment is received.***
- ***Email completed form to [steph@preferredmanagementusa.com](mailto:steph@preferredmanagementusa.com)***
- ***If a questionnaire is being ordered, please provide a PDF copy via email.***
- ***Include pages of contract that lists names of parties, date of closing and signature page.***
- ***Payment needs to be in the form of a money order or check (we do not accept credit cards) and should be mailed and made out to Preferred Management at the address listed above.***
- ***If you need a COI, please let us know and we will provide the insurance company's info.***