

C&C  
PROPERTY MANAGEMENT

**HOA DOCUMENT FEE SHEET**

Please email your HOA Document requests to: Angela@ccpropmgmt.com

In your request, please include: Association, Property Address,

COE Date, Escrow Number, EO and an Email.

*Please note payment is required before release of documents.*

The charges for preparing all documents are as follows:

Demand Statement Fee	\$75.00
Articles of Incorporation	\$10.00
Budget	\$20.00
Bylaws	\$20.00
CCRs	\$40.00
Financial Statement	\$20.00
Master Insurance Declaration Page	\$5.00
Master Insurance Policy	\$30.00
Minutes (12 Months)	\$20.00
Reserve Study	\$20.00
Rules & Regulations	\$20.00
<b>TOTAL:</b>	<b>\$280.00</b>
<b>CERTIFICATION FEE *MUST BE REQUESTED*</b>	<b>\$70.00*</b>
<b>TOTAL *WITH CERT FEE*:</b>	<b>\$350.00*</b>

\*\*\*TRANSFER FEE OF **\$350.00** WILL BE DUE AT CLOSE OF ESCROW\*\*\*

Please make check payable to: C&C Property Management | 425 Merchant St #101, Vacaville, CA 95688

*Please note our 4-5-day turnaround time. If you wish to have expedited processing, please see below for additional fees.*

Demand and Doc Packages

Same Day (If before 12pm)	\$150.00
2-Day Service	\$125.00
3-Day Service	\$100.00

\*The information provided by this form may not include all fees that may be imposed with the property before the close of escrow\*