



HOA DOCUMENT FEE SHEET 2026

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	\$100.00
Articles of Incorporation	\$10.00
Budget	\$35.00
Bylaws	\$20.00
CCRs	\$60.00
Financial Statement	\$20.00
Master Insurance Declaration Page	\$15.00
Master Insurance Policy	\$30.00
Minutes (12 Months)	\$20.00
Reserve Study	\$20.00
Rules & Regulations	\$20.00
	TOTAL: \$375.00
CERTIFICATION FEE *MUST BE REQUESTED*	\$105.00*

TRANSFER FEE OF **\$375.00** 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