



## Know Before You Owe Mortgage Rule Fee Schedule Information

February 28, 2017

Fees associated with additional services provided as they relate to the sale of a home / property within a community / association managed by Westwind Management Group, Inc. are itemized below. Additional information may be found within documents posted on each Association's website at [www.westwindmanagement.com](http://www.westwindmanagement.com), "Homeowner Resources."

In summary, fees for the following will not exceed:

- Lender Questionnaire\*:
  - \$150.00 per association for a standard form
  - \$200.00 per association for a lender specific form
- Sale Affidavit\* (also known as "status letter"):
  - \$125\*\* per association
- Ownership Conveyance Fee (also known as "Transfer Fee"):
  - \$150.00 per association
- Refinance Affidavit\* (also known as "Status Letter"):
  - \$75.00\*\* per association
- Association Seller's Disclosure Package (also known as CIC Documents):
  - \$150.00 per association
  - Individual documents may be purchased for an amount not to exceed \$25 per document

\*Standard Processing time is 6 business days. Any Questionnaire or Affidavit requested within 6 business days will incur the following, additional rush fees:

-Within 1 Business Day = \$125

-Within 2-3 Business Days = \$100

-Within 4-5 Business Days = \$50

\*\*An update to a previously provided Affidavit will incur a charge of \$30 per requested update.

- Association Assessments/Dues and Special Assessments (if any): This information is listed under each Association's website under Public Disclosure, in the document titled "List of Unit Type and Assessment Amount"
- Working Capital (also known as Maintenance Reserve): Varies by community. See community documents for additional information.

To place an order for a Questionnaire, Sale Affidavit, Refinance Affidavit and/or Association Seller's Disclosure Package, please go to [www.westwindmanagement.com](http://www.westwindmanagement.com) and click on the "Real Estate Professionals" tab. All fees for requested services referenced above will need to be paid at the time the service is requested and are non-refundable.

The "Ownership Conveyance Fee" will be added to the affidavit under fees to be collected at closing and will need to be paid at the time the property closes through the title company.



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*Providing Excellence in Community Association Management & Accounting Services Since 1986*