

ESCROW REQUEST FORM, POLICY AND FEE SCHEDULE

PCM Escrow Department may be reached Monday thru Friday, **8:00 AM - 4:00 PM** at **(949) 465-2215**.

All requests are processed in the order in which they are received and **may take up to ten (10) business days to be processed and returned**. We do not accept fax requests. We accept company checks, cashiers checks or money orders. **Personal checks are not accepted**. Please complete the information below in its entirety. An incomplete form may delay the processing of your request. Some associations require additional fees as noted in "ADDITIONAL INSTRUCTIONS" on the Demand. **Please Mark One:** **Refinance** **Sale**

Company or Owner Requesting Services: _____

Company Address: _____

City, State, Zip: _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Property Address: _____ City: _____

Seller: _____ Buyer: _____

Escrow # _____ Aprox. Closing Date: _____

*****ALL FEES ARE DUE AND PAYABLE UPON SUBMISSION OF THIS FORM*****

- [] Mandatory DEMAND & Transfer Fee \$250.00 - Upfront Deposit\$ 75.00
(Transfer Fee Balance \$175.00 is due at Close of Escrow)
- [] Document Package (CC&R's, By-Laws & Articles of Incorporation)\$ 50.00
- [] Annual Financial Statement.....\$15.00
- [] Annual Budget.....\$15.00
- [] Fidelity Bond.....\$ 5.00
- [] Monthly Association Board Minutes (12 months minutes)\$ 60.00
- [] Or \$5.00 per month of minutes. Number of months requested _____x\$5.00 Total \$ _____
- [] Lender's Questionnaire/ HOA Certification - **1st manual page**\$ 75.00
- **EACH ADDITIONAL PAGE \$25.00**. This FORM is supplied by the LENDER/ESCROW.
- [] PCM Generic Certification -Includes Fidelity Bond..... \$ 50.00
- By selecting a PCM Generic form, requestor understands that all fees paid are non-transferable should the Lender then decide to have their own form to be completed - after the fact.
- [] RUSH SERVICE FEE (**MUST BE IN BEFORE 3PM TO BE READY BY 3PM NEXT BUSINESS DAY**)\$100.00

[] PICK UP PACKAGE, please call () _____ - _____ [] U. S. Postal Service
[] Federal Express Account # _____ () UPS Account # _____