

Escrow/Lender Fee Schedule

In order to process any escrow or lender request, payment of all fees and a copy of the seller's signed authorization (attached) is required in advance. The transfer fee is paid at the close of the escrow. Faxes are not accepted.

Payment Options:

Checks or money orders must be made payable to Revolve Property Management and mailed to the address below. Your request and current owners authorization must be included with the check.

Transmission Method:

Revolve Property Management offers your documents in a bound format which will be mailed to the address indicated on the signed authorization form. There is a seven (7) business day turnaround. Any requests received after 1PM PST will be recognized as received the following business day. Please submit all escrow related requests to info@revolvepm.com.

Refunds:

Any overpayment of fees necessitating a refund will incur a \$10.00 fee. In the event of a cancellation, please contact Revolve Property Management in writing within 90-days of the issuance of the demand for refund of the transfer fee (less a \$75.00 cancelation fee)

Document	Civil Code Section	Fee for Document
Articles of Incorporation	Section 4525(a)(1)	\$35.00
CC&Rs	Section 4525(a)(1)	\$45.00
By-laws	Section 4525(a)(1)	\$40.00
Operations Rules	Section 4525(a)(1)	\$40.00
Annual Budget Report	Section 5300 and 4525(a)(3)(4)(8)	\$75.00
Financial Statements	Sections 5305 and 4525(a) (3)	\$45.00
Minutes of Regular Board Meetings (12 months)	Section 4525(a)(3)	\$75.00
Reserve Study (most recent)	Sections 5300 and 4525(a)(3)(4)	\$65.00
Audit (most recent)	Section 5305 and 4525(a)(3)	\$45.00
Transfer Fee	Section 4525	\$325.00
Certification Questionnaire	Section 4525	\$255.00
Demand Letter	Section 4525	\$75.00
Rush Fee-72 hours	Section 4525	\$85.00
Rush Fee-48 hours	Section 4525	\$155.00
Rush Fee-Same Day	Section 4525	\$225.00
Litigation Letter/Disclosure	Section 4525	\$45.00
Release of Lien Fee	Section 4525	\$225.00
Updated Statement Fee	Section 4525	\$150.00
Insurance Deck Page	Section 4525	\$25.00

Escrow Authorization Form

This form must be signed by the current homeowner and provided to our office along with a check payable to Revolve Property Management prior to the release of any account information and/or documents.

Association Name: _____

Property Address: _____

Street Address

City

State

Zip

I/We attest that I/we are the owner(s) of record of the above referenced property and that the individual/company listed below is representing me/us with respect to the transfer/refinance of this property.

Escrow Co./Lender: _____

Company Name

By signing below, I/we authorize Revolve Property Management, Inc. to release the necessary documents, disclosures, financial data, and other information pertaining to the aforementioned property as requested by the escrow company or third party.

Name

Signature

Date

Name

Signature

Date