



14127 Capri Dr. # 8 Los Gatos, CA 95032
Phone (408) 378-1730 Fax (408) 378-0650
property@propertyproltd.com

PROPERTY PRO, LTD.

Fax

To:	From:
Fax:	Pages:
Phone:	Date:
Re:	CC:

X Urgent For Review Please Comment Please Reply Please Recycle

● **Comments:**

Please have the seller complete the following authorization form and forwarding address form (when there is an address to provide). When the authorization form is sent back to our office, we will contact you within 3 – 5 business days for document pick-up.

The auto-pay notice is only applicable to those owners enrolled in the automatic payment plan program through the association.

If you have any questions, please don't hesitate to contact the above.
Thanks and have a great day!

Property Pro. Ltd.
14127 Capri Dr. Suite 8
Los Gatos, CA 95032
408-378-1730

NOTIFICATION OF FEES ACCRUED THROUGH ESCROW

Thank you for your inquiry regarding the above-mentioned property.

We may not release any documents unless we receive a written request either from the owner (seller), an escrow company, or a real estate broker provided that the request is accompanied by the disclosure authorization form, signed and dated by the owner (seller). Once we have received this information, we will begin processing your request for the association's governing documents and disclosure package. Our office offers a 3-5 day turn-over period for these documents.

BREAKDOWN OF FEES:

Sales Binder/Disclosure Package	\$100.00
Administrative Fee/ Document Fee	\$100.00
Transfer Fee	\$300.00
Postage/UPS (if applicable)	\$25.00

The following list outlines some, but not necessarily all, of the items our office handles during the sale of a unit:

1. Demand letter from ~~Financial~~ Title Company regarding information, filled out, faxed, and mail hard copy.
2. Sales package which includes CC & R's, Bylaws, Rules & Regulations, Reserve Study, last 12 months Financials, last 12 months Minutes, Newsletter, Insurance Disclosure and in general any items a buyer may need to be informed.
3. Sales certification forms needed for seller side that discloses homeowners association's information, your dues status, etc.
4. Faxes, telephone calls to buyer and seller agents, escrow, and buyer's lender and property appraisals.
5. Internal transfer information in our office and to Board members. A welcome package to buyer upon close of escrow.

California Civil Code § 1368
Homeowner Disclosure Authorization

Homeowner Name	Title Company/Lending Firm
Unit Address	Point of Contact/Phone# & Fax#
Escrow Number	Demand Received (By Property Pro Ltd)
Sale or Refinance	Association

This office is in receipt of a demand for disclosure information regarding the above indicated transaction affecting your common interest home. This includes providing information and documents about the Association as well as a specific financial disclosure regarding your assessment account with the Association. This office has an obligation to assist the Association in processing this action for you. However, before such an action can take place, we require your written authorization.

Your signature below will serve as an acknowledgement of this requirement and your authorization to generate and provide disclosure information and documents to you or your designated third parties in connection with the sale or refinance of your home. By signing below, you also agree to hold harmless and indemnify the association and Property Pro, Ltd. and their respective assigns and agents from damages associated with or resulting in any way from such disclosures including but not limited to inaccurate financial information, incomplete information or late responses (due to the non-receipt of this form from the owner). Disclosures are the responsibility of the seller, not the association; therefore, it is your responsibility to make sure that all disclosures are complete and accurate.

Property Pro, Ltd. will not process this demand without your written authorization regardless of the time sensitivity of your request.

Printed Name of Owner 1	Signature of Owner 1
Printed Name of Owner 2	Signature of owner 2
Date	Date

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SELLER'S FORWARDING ADDRESS FORM

Please have the seller(s) complete this form with their new mailing address so that the association will have their address in case there is a refund due at the close of escrow. Please be advised that if we do not have a forwarding address that all correspondence will be sent directly to the title company.

At the close of escrow, please return this form to:

**Property Pro, Ltd.
14127 Capri Dr. Suite # 8
Los Gatos, CA 95032**

Please Print:

Escrow Number: _____

Former Property Address: _____

Seller's Name: _____

Forwarding Mailing Address: _____

Seller's Signature: _____

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AUTOMATIC PAYMENT

Please be advised if you have an automatic payment taken out for your H.O.A. dues, it is your responsibility as a seller to cancel your auto pay.

If you do not take it upon yourself to cancel your automatic payment it may result in delaying the process.

If you have any questions please contact Property Pro, Ltd. at the number indicated above.