



DOCUMENTATION REQUESTS FOR REAL ESTATE SALES

9/29/2021

Lakeview Knolls Homeowner,

With the ongoing deluge of requests from realtors and loan processing agencies for dues verification and mortgage questionnaire documents, we wanted to clarify our operating procedure on these services. These uniform standards streamline the process and mitigate delays to time-sensitive property closings. In our pursuit of transparency and support of our client Associations, this notice is being issued to all homeowners.

The following information is needed for all requests for dues verification and mortgage questionnaires. Requests can be directed to IC-HOA@kmbmanagement.com

1. Unit Address and Owner's Name
2. Form needed for: ☐ refinancing ☐ sale
3. Closing date (for sales:)
4. Form needed by date:
5. For sales, buyer's contact information OR, if not available, buyer's realtor or financial institution contact.
 - a. Buyer's Name(s):
 - b. Buyer's Phone Number:
 - c. Buyer's Email Contact:

Per our management contract, it is ultimately the Association's responsibility to inform KMB of any sales, transfer, or rental of any individual unit to ensure current contact information and dues assessment for all homeowners.

Costs for documentation service are as listed below. Please note that these are not fees that are being assessed to the Association. Invoices are billed directly to the requesting party. Billing rate shall be determined by the number of business days from issuance of the request for documentation to delivery of invoice to requesting party's email, *not* by the date of payment:

Dues Verification:

- If requested more than five business days in advance: **\$20**
- 2-5 business days: **\$40**
- Same day* (submitted before Noon local time): **\$50**

Questionnaire:

- If requested more than five business days in advance: **\$50**
- 2-5 business days: **\$75**
- Same day (submitted before Noon local time): **\$100**

*Same day service cannot be guaranteed; billing rate will be adjusted to reflect actual timeframe.

-KMB HOA Management
916 Maiden Lane, Iowa City