

**CHARGES FOR DOCUMENTS PROVIDED**  
**AS REQUIRED BY CALIFORNIA CIVIL CODE SECTION 4525\***

Property Address \_\_\_\_\_

Owner of Property \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

Provider of the Section 4525 Items: (Provided by seller or management. Payment responsibility of seller.)

Print Name                      Position or Title                      Association or Agent                      Date Form Completed

Check or Complete Applicable Column or Columns Below—OR choose \$125 ALL INCLUSIVE @end of list

Document	Civil Code Section	Seller Requests the Documents Checked Below	Not Available (N/A) or Not Applicable (N/App), or Directly Provided by Seller and confirmed in writing by Seller as a current document (DP)	Fee for Document
* Notates 4 items for which seller is required to obtain a written statement from an authorized representative of the Association. <b>Minimum cost \$30.</b>				
Regular assessment *	Section 4525(a)(4)			\$5
Special assessment *	Section 4525(a)(4)			\$5
Emergency assessment *	Section 4525(a)(4)			\$5
Other unpaid obligations of seller/statement of account *	Sections 5675 and 4525(a)(4)			\$20
Articles of Incorporation or statement that not incorporated	Section 4525(a)(1)			\$15
CC&Rs	Section 4525(a)(1)			\$55
Bylaws	Section 4525(a)(1)			\$40
Operating Rules	Section 4525(a)(1)			\$25
Age restrictions, if any	Section 4525(a)(2)		N/App	N/C
Rental Restrictions, if any	Section 4525(a)(9)			\$5
Pro forma operating budget or summary, including reserve study	Sections 5300 and 4525(a)(3)			\$20

Assessment and reserve funding disclosure summary	Sections 5300 and 4525(a)(4)			\$5
Financial statements prepared by CPA or professional	Sections 5300 and 4525(a)(3)			\$5
Assessment enforcement policy	Sections 5300 and 4525(a)(4)			\$5
Insurance summary	Sections 5300 and 4525(a)(3)			\$5

Approved changes to assessments	Sections 5300 and 4525(a)(4),(8)			\$5
Settlement notice regarding common area defects	Sections 4525(a)(6),(7) and 6100			\$5
Preliminary list of defects	Sections 4525(a)(6), 6000, and 6100			\$5
Notice(s) of violation	Sections 5855 and 4525(a)(5)			\$15
Required statement of fees	Section 4525			N/C
Minutes of regular meetings of the board of directors conducted over the previous 12 months, if requested	Section 4525(a)(10)			\$50
<b>Total Fees for these documents:</b>				\$
<b>ALTERNATIVE: ALL Inclusive Set</b>	All documents that apply			\$125/total

\_\_\_\_\_  
**Seller's Printed Name    Seller's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Seller's Printed Name    Seller's Signature**

\_\_\_\_\_  
**Date**

**\*\*The information provided by this form may not include all fees that may be imposed before the close of escrow. Additional fees that are not related to the requirements of Section 4525 may be charged separately. Please see our cover letter for additional fees, which may include but are not limited to: transfer fee; rush fee; and cancellation fee. Escrow company to determine payment responsibility.**

Fees for documents should be made payable to:

**Marks Management Group LLC - P. O. Box 1181 - Lake Arrowhead, CA 92352-0172**

**CANCELLATION FEE Per Civil Code §4530:**

- a.) **A cancellation fee for documents specified shall not be collected if either of the following applies:** (1) request was canceled in writing by the same party that placed the order and work had not yet been performed on the order. Or (2) request was canceled in writing and any work that had been performed on the order was compensated.
- b.) The association shall refund all fees collected ... if the request was canceled in writing and work had not yet been performed on the order.
- c.) If the request was canceled in writing, the association shall refund the share of fees collected ... that represents the portion of the work not performed on the order.

**Special Notes:**

**Per Civil Code §4530 (b)(8), the seller is responsible to pay the document fees.**

**Per Civil Code §4530 (b)(6), the seller shall provide to the prospective purchaser, at no cost, current copies of any documents specified by Section 4525 that are in the possession of the seller.** All documents are available by electronic transmission. Upon receipt from seller of both the completed written request for and full payment of applicable document fees, this document request will be fulfilled within 10 days. If a document is listed as N/A, N/App, or DP, there will be no charge for that specific document.

**This signed/completed form must be returned to MMG and also must accompany required documents when they are delivered to a recipient authorized by the owner/seller.**