



ESCROW SERVICES

To assist in the escrow demand request process, you must complete page 3, Escrow Request Form and Fee Schedule.

Procedures associated with an escrow request for resale or refinance are as follows:

- All requests are processed in the order they are received.
- Completion of request(s) is 3-5 business days. (NOTE: California law allows for ten business days to complete escrow demand.) See Fee Schedule for options on quicker turnaround time.
- Insurance information may be obtained directly from the Association's Insurance Agent. Contact information is provided on the Statement of Account.
- Delivery (return) instructions are included on the Escrow Demand Request and Fee Schedule Form. Should you wish FedEx or UPS return, you must provide your account number and mailing envelope.
- The Escrow Demand Request Form MUST be completed in its entirety, or the form will be returned for corrections, which will delay the process.
- Any questions regarding the process can be addressed to Uptown Property Management, at (562) 444-8644 or Email at info.uptownmgt@gmail.com
- All Request for Demands must be submitted, together with appropriate fees, via mail, messenger or hand carried to:

Uptown Property Management Inc.

Attn: Escrow Services

6528 Greenleaf Avenue # 104

Whittier CA 90601

562-444-8644

[Info.uptownmgt@gmail.com](mailto:info.uptownmgt@gmail.com)

Office Hours: Monday to Friday 9:00 AM to 5:00 PM

***Charges for documents provided as required by Civil Code Section 4525*. The seller may, in accordance with Section 4530 of the Civil Code, provide to the prospective purchaser, at no cost, current copies of any documents specified by Civil Code Section 4525 that are in the possession of the seller. A seller may request to purchase some or all of these documents, but shall not be required to purchase ALL of the documents listed on this form.

*** NOTE: Some associations might have additional required documentation – item/fee will be noted on the Demand. *The information provided by this form may not include all fees that may imposed



before the close of escrow. Additional fees that are not related to the requirements of Civil Code Section 4525 shall be charge separately.

INSTRUCTIONS: All orders must be submitted with the completed Escrow Demand Request Form and appropriate payment all at once with payment by either cashier's check, online billing, or money order payable to: **Uptown Property Management, Inc.** located at 6528 Greenleaf Ave #104, Whittier, CA 90601. **Return Payment Fee \$35.00** Cash not accepted at this time. Normal turnaround time is 3-5 business days, please see the rush fees option for a faster processing. The Lender's questionnaire must be submitted at the same time as the order form and payment. A \$20.00 updating fee will be charge for additional HOA documents requested after the Escrow Demand has been processed.



ESCROW REQUEST FORM AND FEE SCHEDULE

Please indicate below which items are applicable and include the appropriate fees along with this form.

Documents Requested	Civil Code	Price
<input type="checkbox"/> Sale (Statement of Account/Escrow Demand Processing upfront Fee)		\$375.00
<input type="checkbox"/> Refinance / Home Loan Processing (Statement of Account)		\$200.00
<input type="checkbox"/> Annual Budget	§4525	\$45.00
<input type="checkbox"/> Articles of Incorporation	§4525	\$25.00
<input type="checkbox"/> Bylaws	§4525	\$35.00
<input type="checkbox"/> CC&Rs	§4525	\$60.00
<input type="checkbox"/> Collection Policy	§4525	\$15.00
<input type="checkbox"/> Fidelity Bond	§4525	\$5.00
<input type="checkbox"/> Financial Statement	§4525	\$35.00
<input type="checkbox"/> HOA Certification / Lender Questionnaire		\$185.00
<input type="checkbox"/> Insurance Declaration Page	§4525	\$25.00
<input type="checkbox"/> Meeting Minutes	§4525	\$60.00
<input type="checkbox"/> Reserve Summary Page	§4525	\$60.00
<input type="checkbox"/> Rules & Regulations	§4525	\$30.00
<input type="checkbox"/> Updated "Escrow Demand Form"		\$20.00
<input type="checkbox"/> 2 Business Day Rush (Due 3 rd business day after date received)		\$65.00
<input type="checkbox"/> Next Business Day Rush (UPM must receive request by 3pm)		\$85.00
<input type="checkbox"/> Transfer Processing Fee (will be applied at the close of Escrow)		\$175.00

Total Amount Enclosed: _____

Preferred Method of Delivery

Email: _____

Hard Copies - Messenger

Fed Ex Account #: _____

UPS Account #: _____

Escrow Company: _____

Escrow Company Address: _____

City, State, Zip: _____

Escrow Officer Name: _____ Phone: _____

Fax: _____ Email: _____

Escrow #: _____ Approx. Closing Date: _____

Association Name: _____

Property Address: _____ City: _____

Seller's Name: _____ Buyer's Name: _____

Please indicate: Refinance \$200 +HOA Docs Sale \$375.00 +HOA Docs