



**ESCROW / LENDER REQUEST FOR DOCUMENTS / SERVICES**

**This list is available on-line at [www.actionlife.com](http://www.actionlife.com) – select Escrow Services**

In order to process a demand for an escrow or refinance, payment of fees and a copy of the seller’s signed Escrow Authorization form is required **in advance**. A check or money order made payable to **Action Property Management** must accompany your request in the amount of all applicable charges. *Cash is not accepted*. Normal turnaround time is 3 working days from the receipt of request and payment of fees. **Requests must be received at the address listed below to ensure a 3 working day turnaround.** (*FAX REQUESTS ARE NOT ACCEPTED*). Demands with a check for the total amount of fees, including the signed authorization form are to be sent to:

Action Property Management  
2603 Main Street, Suite 500  
Irvine, CA 92614  
Phone: (949) 450-0202 / (800) 400-2284

**REFUND**

**There will be a \$10.00 processing fee for refund of any overpayment for documents, so please carefully review the documents that are needed and ordered for this escrow.**

***LIST OF FEES - All fees are required up front, including transfer fee.***

TRANSFER FEE (*Sale only*) \$250.00  
(*Includes pay-off letter*)

LENDER’S CERTIFICATION (*Any size/length form*) \$ 75.00

RE-FINANCE DEMAND (*NO SALES*) \$ 40.00

**ADDITIONAL ESCROW DOCUMENTS:**

- CC & R's \$ 25.00
- By-Laws \$ 15.00
- Articles of Incorporation \$ 10.00
- Budget (*per year*) \$ 20.00
- Financial Statement/Balance Sheet (*per month*) \$ 20.00
- Board Meeting Minutes (*\$5.00 per month*) \$ 60.00
- Management Contract \$ 25.00
- Rules & Regulations \$ 10.00

RUSH FEE (*guarantees next business day turnaround*) \$ 60.00

SAME DAY RUSH FEE (*must be received by 1:00 pm*) \$100.00

**CREDIT CARDS ARE ACCEPTABLE: VISA OR MASTERCARD**

**INSURANCE INFORMATION**

Insurance information must be obtained **directly from the Association’s Insurance Agent**. Action does not provide copies of insurance policies or binders. The Agent’s name, address and phone number is provided on the owner’s account statement, or you may contact our office directly at (949) 450-0202 to obtain the insurance information directly.

**\*\*PLEASE NOTE:** *If escrow cancels within 90 days, transfer fee is refundable (with the exception of a \$75.00 cancellation fee). Only governing documents (CC&R’s, By-laws and Articles) are refundable when returned in their original condition.*

