

**WEHNER PROPERTY
MANAGEMENT CO.**

280 S. MADISON STREET
DENVER, CO 80209
(303) 320-8517

(Updated 7/4/08)

**DOCUMENT REVIEW & COPY PROCEDURES
& FEE SCHEDULE**

FAX page 2 of this form to Veronica at (303) 393-9503

As a result of SB 100 & SB 89 becoming law, our procedure to obtain documentation and statements is that all requests for documents and statements must be in writing and comply with SB requirements. The Title Companies can continue to order Status Statements using their company request forms. Document reviews or copies must be requested in writing on the **attached form**. Our fee schedule is listed below and effective on January 1, 2006 all fees for statements, document copies, documentation reviews and certifications must be **"PREPAID"** before document copies or statements will be prepared or released. All fees must be made payable to Wehner Property Management Co. Once your funds and the appropriate written request are received, please allow 5 days for processing.

2008 FEE SCHEDULE - DOCUMENT COPIES & OFFICE REVIEW TIME

- Scheduled "Review" Time (supervised by WPM personnel): \$25.00 per hour, (copies obtained during review are and additional charge at \$.10 per page)
 - Declarations, Covenant, Conditions & Restrictions, Articles: minimum of \$25.00 (\$.10 per page) *see note below
 - Bylaws: minimum of \$25.00 (\$.10 per page)
 - Rules & Regulations: minimum of \$25.00 (\$.10 per page)
 - Annual Minutes + 6 months Board Meeting Minutes: \$50.00
 - WPM initial Preprinted Project Info Sheet, Assn. Balance Sheet, Budget Comparison & Cash Flow Stmt: No Charge
 - Additional PUD Cert information or Completion of your PUD Certification Form by WPM personnel: \$50.00
 - Other Documents: \$25.00 per hour for compiling & research fee + \$.10 per page for copies as indicated
- (Documents can also be obtained at no charge at www.russwehner.com/hoa.php)

2008 FEE SCHEDULE - STATEMENT & TRANSFER FEES

- **\$100.00** for a status statement – (PREPAID)
- **\$50.00** FOR (1) Additional PUD Cert Information or (2) the completion of your PUD Certification Form - (PREPAID)
- **\$100.00** for the closing/change of ownership transfer fee (paid through closing in addition to the prepaid status statement)

* Note: Please be advised that any documents recorded with the County Clerk & Recorder, (i.e. schedule B items), such as Declarations, Covenants, Conditions and Restrictions, and Articles of Incorporation are routinely provided at no additional charge by your title company at the time a title commitment is issued. Simply make sure you or your agent request these copies at the time your title commitment is ordered from the title company setting up and handling your closing.

**DOCUMENT "REVIEW" REQUEST FORM
DOCUMENT "COPY" REQUEST FORM**

UNIT OWNER OR AUTHORIZED AGENT MAKING REQUEST:

Association Name: _____
Specific Unit Address: _____ Specific Unit#: _____
Date Request Submitted: _____ Date Payment Received: _____

Requesting Company Name: _____ Requesting Individual's Name: _____

Relationship to Unit Owner: _____

Phone # _____ Fax _____

REASON FOR REQUEST:

(Please give a complete description of reason for document request)

REQUEST TYPE:

- REVIEW OF DOCUMENTS AT WEHNER PROPERTY MANAGEMENT - \$25/hr + \$.10/page for copies obtained during review time *(time & date to be scheduled after request has been processed)*
- DOCUMENT COPIES REQUESTED *(Allow 5 days for processing)*



DOCUMENTS REQUESTED:

- \$100 Prepaid - - - - - Status Statement
- \$100 Paid at Closing - Transfer Fee
- Free - - - - - Assn Balance Sheet
- Free - - - - - Budget Comparison & Cash Flow
- Free - - - - - WPM Project Information Sheet Preprinted
- \$50 Prepaid - - - - - Your Project Information Sheet
- \$50 Prepaid - - - - - Any Additional Project Information Details
- \$50 Prepaid - - - - - Annual Minutes + 6 Months Board Meeting Minutes
- \$25 Prepaid - - - - - Bylaws
- \$25 Prepaid - - - - - Rules & Regulations
- \$25 Prepaid - - - - - Declarations *(Covenant, Conditions & Restrictions, Articles)*
- \$25/hr - - - - - Other Documents Not Listed:

By my signature below, I hereby state:

- (1) that I am authorized to obtain the documents herein requested
- (2) that this request is made for the stated purpose and is in good faith and for a proper purpose
- (3) that my request is relevant to the herein stated purpose

ACKNOWLEDGED BY: x _____