



Association Documents Request Form

Date Request Submitted: _____ WPM: Date Payment Received: _____
Requesting Company Name: _____ Phone: _____
Requesting Individual's Name: _____ Fax: _____
Email: _____
Owner's Name: _____
Association Name: _____
Specific Unit Address: _____ Unit #: _____
Date of Closing: _____
Reason for Request: _____

Select all documents requested with an "✓".

Status Statement: [] \$100 check accompanied by written Lender Request or this completed form
Transfer Fee: [] \$100 - Pay this fee through Closing
Condo Questionnaire: [] FREE on website
Condo Questionnaire - How Many Rentals: [] FREE with this completed form faxed to 303.393.9503
Completion of your Condo Questionnaire by WPM: [] \$100 check accompanied by your form
Additional Condo Questionnaire information: [] \$75 check accompanied by your form
Assn. Balance Sheet, Budget Comparison & Cash Flow Stmt: [] FREE on website
Annual Meeting Minutes + 6 months Board Meeting Minutes: [] FREE on website, Hardcopy \$50 accompanied by this completed form
Declarations, Covenant, Conditions & Restrictions, Articles: [] FREE on website, Hardcopy \$25 accompanied by this completed form
Bylaws: [] FREE on website, Hardcopy \$25 accompanied by this completed form
Rules & Regulations: [] FREE on website, Hardcopy \$25 accompanied by this completed form
Scheduled "Review" Time (supervised by WPM personnel): [] \$25/hr Compiling/Research + \$.10/per page for copies/scans as indicated
Other Documents: [] \$25/hr Compiling/Research + \$.10/per page for copies/scans as indicated
• Title companies can continue to order Status Statements using their request forms processed through closings.
• Buyers/Agents: 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.
• All Requests accompanied by payment are processed within 5 business days. As of January 1, 2006, all requests for documents and statements must be in writing and comply with Senate Bill 100. Fees for statements, document copies, documentation reviews and certifications must accompany either this completed form or your own company request form before any copies or statements will be prepared or released. Please allow 5 business days for processing.
• Make Checks Payable to Wehner Property Management Co.
• Mail or Deliver Check & Form to Wehner Property Mgmt Co, 280 S Madison St, Denver CO 80209

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: _____