



ESCROW DOCUMENT ORDER INSTRUCTIONS

By completing this form, you are ordering the information indicated on the next page in connection with an escrow and/or finance transaction of a property/unit within CLPOA. The owner of subject property has authorized requesting party to act on their behalf and hereby authorizes CLPOA to release information in all matters concerning the association.

Before we can provide any property information/documents, we must have payment in full of all ordered items indicated on Order Form, along with this form filled out completely.

Canyon Lake Property Owners Association is located at:
31512 Railroad Canyon Road, Canyon Lake, CA 92587.

Please make checks payable to "CLPOA" and either mail or deliver them to the address above. If you wish to pay by credit card, please visit the Member Services counter at the address above.

If you have any questions regarding this form or payment options, please contact Escrow Services at 951-244-6841 x315.

OWNER INFORMATION

Sellers/Present Owners Name: _____

Subject Property Address: _____

Requesting Parties Company Name: _____

Escrow Number: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Delivery (**circle one**): Email, Priority Mail, Will-Call, Fed-Ex Account # _____

Total Ordered Items \$ _____

The next page must be completed and signed before the order can be processed

CANYON LAKE PROPERTY OWNERS ASSOCIATION

ESCROW DOCUMENT ORDER FORM

Standard Package:

Initial below to request	Fee for Document	Document
	\$ 325.00	Basic Escrow Documents Includes demand (includes updates), Articles of Incorporation, CC&Rs, Bylaws, Annual Budget, Board Minutes (electronic access), Litigation Disclosure, Rules and Regulations, Notice(s) of violation, Certificate of Insurance, Membership Agreement, APS Form, Lessee/Renter Membership Application

Itemized Charges (Not Applicable if Standard Package is Selected):

Initial below to request	Fee for Document	Document
	\$ 3.00	Articles of Incorporation
	\$ 7.00	CC&Rs
	\$ 4.00	By-Laws
	\$ 30.00	Operating Rules and Regulations
	\$ 15.00	Annual budget report current year, including reserve study, Delinquent Assessment Collection Policy, Assessment and reserve funding disclosure summary, Schedule of fees, Insurance summary
	\$ 30.00	Litigation Disclosure
	\$ 125.00	Escrow Demand (includes 1 update)
	\$ 75.00	Updated Demand
	\$ 125.00	Notice(s) of violation
	\$ 20.00	Minutes of regular board meeting (electronic access to last 12 months, website login provided)

Additional Charges:

Initial below to request	Fee for Document	Document
	\$ 75.00	Refinance/Insurance Document Fee (does not include Association documents)
	\$ 100.00	Expedited Service (within 2 business days)
	\$ 50.00	Lenders Questionnaire

Confirmed by my signature below, I am ordering the information initialed above and agree to the terms, conditions and charges.

Signature: _____

Name (Please print): _____

Date: _____