

Towne Properties-Raleigh District Office

Phone: 919-878-8787 Fax: 919-532-0421

Post Office Box 99149, Raleigh, NC 27624

REQUEST FOR HOMEOWNERS ASSESSMENT INFORMATION

ATTORNEY INFORMATION:

ATTORNEY NAME: _____ CONTACT: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL: _____

ASSOCIATION INFORMATION:

SUBDIVISION/ASSOCIATION NAME: _____

PROPERTY ADDRESS: _____ LOT: _____

SELLER(S): _____

BUYER(S): _____

Please print name **EXACTLY** as it will appear on deed.

BUYER'S ABSENTEE MAILING ADDRESS (IF APPLICABLE): _____

CLOSING DATE: _____

BUYER'S EMAIL FOR ELECTRONIC WELCOME PACKAGE: _____

Master Association:

ASSESSMENT IS _____ ANNUAL/SEMIANNUAL/QUARTERLY/MONTHLY

SELLER ASSESSMENT QUOTED: _____

BUYER ASSESSMENT QUOTED: _____

TOTAL AMOUNT DUE: _____ WILL BE PAID THRU: _____

PLEASE MAKE CHECK PAYABLE TO: _____

Sub-Association:

ASSESSMENT IS _____ ANNUAL/SEMIANNUAL/QUARTERLY/MONTHLY

SELLER ASSESSMENT QUOTED: _____

BUYER ASSESSMENT QUOTED: _____

TOTAL AMOUNT DUE: _____ WILL BE PAID THRU: _____

PLEASE MAKE CHECK PAYABLE TO: _____

SEPARATE CHECKS / TRANSFER FEES:

____ PLEASE COLLECT \$60 PAYABLE TO TALIS MANAGEMENT GROUP FOR CERTIFICATION OF HOA ACCOUNT

____ PLEASE COLLECT \$85 PAYABLE TO TALIS MANAGEMENT GROUP FOR "RUSH" CERTIFICATION OF ACCOUNT
(Includes \$25.00 same day / expedite fee)

____ *****Important! PLEASE SEND A COPY OF DEED TO BE RECORDED WITH THE CLOSING CHECK!*****

Any questions please contact _____ xt _____