



31608 Railroad Canyon Road  
Canyon Lake, California 92587  
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[www.AvalonWeb.com](http://www.AvalonWeb.com)

## Escrow Information Order Form Cover Letter

Escrow Company: Please complete the order form and homeowner to sign the disclosure form. E-mail both completed forms to our Escrow Department at: [Escrow@AvalonWeb.com](mailto:Escrow@AvalonWeb.com) Without both forms completed, we will not be able to begin processing your request. All fees are to be paid at the close of escrow through Escrow Checks only – no personal checks.

Our normal turnaround time is **(10) ten calendar days** from our receipt of both the signed order form and homeowner disclosure form. Please plan accordingly.

Every effort will be made to promptly complete your request.

Thank you!

The Escrow Department, as Agent for the Board of Directors of the Association  
Phone: (951) 244-0048, Ext 116  
Email: [Escrow@AvalonWeb.com](mailto:Escrow@AvalonWeb.com)

**Special Note:** Please note we have included our short order form, which includes all of the documents typically needed in a sale. If you wish to have the long form, then pursuant to Civil Code 4530 please have the owner complete and sign a written request for the Civil Code §4528 Document Disclosure Summary Form, and ensure the request includes the proper authorization to whom to provide the information.

## ESCROW SERVICES ORDER FORM (short form)

We (the escrow company) are ordering the information initialed below in connection with an escrow and/or refinance transaction of a home within an Association that Avalon Management provides services to. The Escrow Company on behalf of the owner hereby indemnifies and authorizes Avalon Management to release any and all information in all matters concerning the Association.

We agree to pay Avalon Management for the total due for the items requested. **Cancellation Policy:** Should an escrow cancel, the Sale Processing/Transfer Fee will be reduced to \$50.00. This fee, as well as the other items you ordered (Over Night Delivery, Email/Fax Demand, Minutes, etc.), will also be due. Please contact us as soon as possible to notify us of the cancellation and to confirm the amount due.

We further agree to pay a minimum of \$200.00 in collection costs if escrow closes without payment as authorized and should Avalon be required to pursue collection actions for payment on the documentation ordered. Our signed copy of this form, returned by email, will be binding upon the company.

Please note: Costs listed on the order form are subject to change at any time.

Initial Here to	Cost	Services Description:
	\$60.00	Refinance Processing – <b>UPFRONT FEE</b>
	\$395.00	Sale Processing/Transfer Fee (includes Governing Docs., except items below)
	\$130.00	<b>RUSH</b> , 24 Hour Service (Package will mail out next business day)
	\$65.00	<b>RUSH</b> , 48 Hour Service (Package will mail out within 2 business days)
	\$60.00	Furnish 12 months minutes
	\$10.00	Email/Fax Demand, does <u>not apply</u> to Association documents
	\$30.00	Overnight Delivery Service (UPS Next Day Air Saver)
	\$30.00	Litigation Disclosure Letter
	\$150.00	Release of Lien (provide copy)
	\$40.00	Updated Demand (fee is per demand)
	\$100.00	CC&R violation re-inspection (per inspection, does not apply to all violations, restrictions may apply)

(Owner will be billed if payment is not made promptly at the close of escrow)

Name of Association: \_\_\_\_\_

Present Owners First & Last Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Escrow Company Name: \_\_\_\_\_ Escrow #: \_\_\_\_\_

Escrow Company Mailing Address: \_\_\_\_\_

I am ordering the information initialed above for the property indicated and agree to the terms, conditions and charges, agreed to by:

Date: \_\_\_\_\_ Escrow Authorized Signature: \_\_\_\_\_

Escrow Officer Name (printed): \_\_\_\_\_

Projected Escrow Closing Date: \_\_\_\_\_

COMMON INTEREST DEVELOPMENT

REQUEST FOR DISCLOSURE OF INFORMATION

I/We, are the owner(s) of the property described below within the common interest development ("Association"), hereby request the Association, through its officers or its managing agent, to release copies of Association disclosure information requested to me or my escrow agent acting on my behalf.

The undersigned understand(s) and acknowledge(s) that the Association does not disclose litigation it considers routine, e.g., assessment collection or small claims cases, nor does it disclose settled cases or any claims which have not yet resulted in filing and service of a lawsuit on behalf or against the Association, and is limited to the documents provided for under Civil Code and/or the governing documents.

The undersigned agree(s) and acknowledge(s) that the association does not, by acceptance of this Request, undertake any duty to any third parties and that the Association has NOT agreed to perform any duties, including duties of disclosure, owed by the undersigned to any third parties.

Date \_\_\_\_\_

\_\_\_\_\_  
Homeowner Name (s)

\_\_\_\_\_  
Address in Association

\_\_\_\_\_  
Owner's Address (if different)

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature