



Request for Homeowners Dues Information and/or Governing Documents

INSTRUCTIONS: Please fill out the form entirely and email to hoa@advantagegoldrealty.com. A fee of \$75.00 is due upfront for all Certificate of Assessment. Payment must be made by cash, check, money order or PayPal at time of request. Make checks payable to Advantage Gold Realty and mail to 1512 Gum Branch Road, Jacksonville NC 28540. All requests will be processed within 72 hours of being received during normal business hours of 9:00 am to 5:00 pm. All requested received after 5:00 pm will be stamped as received the next business day.

REQUESTED BY CONTACT INFORMATION

Company Name	Contact Name
Company Address	Phone #
City, State, Zip	Email Address

PROPERTY INFORMATION

Community Association Name	Seller's Name
Property Address	Buyer's Name
Closing Attorney	Realtors Name
Closing Attorney Email	

DOCUMENTS

All documents are non-returnable and non-refundable.

Please check all documents being requested:

- \$75.00 Certificate of Assessment (Closing Information)
- \$125.00 Lender Questionnaire
- \$60.00 Governing Docs Package (CC&Rs, Bylaws, & Articles)
- \$35.00 CC&R's
- \$15.00 Bylaws
- \$10.00 Articles of Incorporation
- \$40.00 General Session Meeting Minutes (prior 12 months, based on availability by BOD)

RUSH REQUEST

- \$100.00 Same day Rush Fee (Payment due upon request)
- \$50.00 Next day Rush Fee (Payment due upon request)

Please note: When ordering a rush on a Statement of Account and a Lender Questionnaire, a rush fee will be charged for each. We may not be able to accommodate all rush requests and will be on a first come first server basis.

\$ _____ Total Amount Due Now (Cash, Check or Money Order required at time of Request) Please make payable to Advantage Gold Realty and mail or drop off to 1512 Gum Branch Road, Jacksonville NC 28540. Please visit our website www.advantagegoldrealty.com to make all PayPal Payments. Questions please contact hoa@advantagegoldrealty.com or 910.353.2001

FOR ADVANTAGE GOLD REALTY USE ONLY

Date and Time Received	Date and Time Issued
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