



Whispering Hills Homeowners Association, Inc.

692 Whispering Hills Chester, NY 10918 (845)-469-4018 Fax: (845)469-5964

REQUEST FOR COMMON CHARGE PACKAGE INSTRUCTIONS

Table with 3 columns: Sellers Attorney, Buyers Attorney, email, Phone.

Unit: _____ Whispering Hills Homeowner: _____

- 1. Provide a written request for a common charge packet. This can be faxed to 845-469-5964 / e-mailed to joan@whisperinghillshoa.net.
2. Provide a \$400.00 check or money order made payable to the Whispering Hills HOA. This fee is non-transferable and non-refundable. (Packet will not be released without fee paid).
3. Provide the name, mailing address, phone and email of other parties' attorney and the estimated date of closing.
4. Provide a copy of the executed contract of sale.
5. Expedited Processing Fee: This \$100.00 expedited processing fee is assessed when the request for the common charge package, check for \$400.00 common charge package fee, copy of the executed contract of sale or mortgagee information is received in the HOA office within 3 business days or less from the time of closing.
6. If there will be a mortgage, provide (in writing) EXACTLY how the purchaser's bank (or whoever will hold the mortgage) including loan # will appear in as mortgagee clause on the hazard insurance certificate as follows:

Form box for mortgagee information: Name of Mortgagee, It's Successors and/or assigns (if applicable), Street Address, City, State, Zip Code, Loan #

The Hazard Insurance Certificate CANNOT be provided without the Mortgagee Clause. If this is a cash sale, please indicate it.

- 7. If you need a copy of the prospectus (aka by-laws/offering plan) the fee is \$100 + \$15.00 if you need to have it mailed.
8. Seller must return the parking permits assigned to their unit prior to close. Note: there is a \$200 replacement fee per permit (maximum of 2 permits = \$400) for non-return of assigned permits. This fee is assessed to the Whispering Hills Home Owners assessment account.

Common Charge Packet Includes:

- Common Charge Letter (includes waiver of right of first refusal)
• Hazard Insurance Certificate
• Power of Attorney