



Association Documents Request Form

Date Request Submitted: _____ *WPM: Date Payment Received:* _____

Requesting Company Name: _____ Phone: _____

Requesting Individual's Name: _____ Fax: _____

Owner's Name: _____ Buyer's Name: _____

Association Name: _____

Specific Unit Address: _____ Unit #: _____

Date of Closing: _____

Reason for Request: _____

Select all documents requested with an "✓".

Status Statement:	<input type="checkbox"/>	\$100 check accompanied by written Title Company Request
Transfer Fee:	<input type="checkbox"/>	\$100 - Pay this fee through Closing
Condo Questionnaire:	<input type="checkbox"/>	FREE on website
Condo Questionnaire – How Many Rentals:	<input type="checkbox"/>	FREE with this completed form faxed or emailed
Completion of your Condo Questionnaire by WPM:	<input type="checkbox"/>	\$100 check accompanied by your form
Additional Condo Questionnaire information:	<input type="checkbox"/>	\$75 check accompanied by your form
Assn. Balance Sheet, Budget Comparison & Cash Flow Stmt:	<input type="checkbox"/>	FREE on website
Annual Meeting Minutes + 6 months Board Meeting Minutes:	<input type="checkbox"/>	FREE on website, Hardcopy \$50 accompanied by this completed form
Declarations, Covenant, Conditions & Restrictions, Articles:	<input type="checkbox"/>	FREE on website, Hardcopy \$25 accompanied by this completed form
Bylaws:	<input type="checkbox"/>	FREE on website, Hardcopy \$25 accompanied by this completed form
Rules & Regulations:	<input type="checkbox"/>	FREE on website, Hardcopy \$25 accompanied by this completed form
Scheduled "Review" Time (supervised by WPM personnel):	<input type="checkbox"/>	\$25/hr Compiling/Research + \$.10/per page for copies/scans as indicated
Other Documents:	<input type="checkbox"/>	\$25/hr Compiling/Research + \$.10/per page for copies/scans as indicated

- **Title companies** can continue to order Status Statements using their request forms processed through closings.
- **Buyers/Agents:** Please be advised that any documents recorded with the County Clerk & Recorder (i.e. schedule B items) such as Declarations, Covenants, Conditions and Restrictions, and Articles of Incorporation, are routinely provided at no additional charge by your title company at the time a title commitment is issued. Simply make sure you or your agent request these copies at the time your title commitment is ordered from the title company setting up and handling your closing.
- **All Requests accompanied by payment are processed within 5 business days.** As of January 1, 2006, all requests for documents and statements must be in writing and comply with Senate Bill 100. Fees for statements, document copies, documentation reviews and certifications must accompany either this completed form or your own company request form before any copies or statements will be prepared or released. Please allow 5 business days for processing.
- **Make Checks Payable to Wehner Property Management Co.**
- **Mail or Deliver Check & Form** to Wehner Property Mgmt Co, 280 S Madison St, Denver CO 80209

BY MY SIGNATURE BELOW, I HEREBY STATE:

1. That I am authorized to obtain the documents herein requested
2. That this request is made for the stated purpose and is in good faith and for a proper purpose
3. That my request is relevant to the herein stated purpose

ACKNOWLEDGED BY: _____