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MORTGAGE / ESCROW QUESTIONNAIRE REQUEST FORM

Please COMPLETE THE ATTACHED Mortgage/Escrow Questionnaire Form for the following unit:

UNIT # _____ of _____ Condominium Association.

Owner(s) Name: _____ Phone: _____

Unit Address: _____

Requested by: _____ Company: _____ Phone: _____

Loan or Escrow Number _____

This transaction is a **Refinance**

This transaction is a **Sale / Purchase**

Seller's Name: _____

Buyer's Name: _____

INSTRUCTIONS

1. There is a fee due to **GFK Management, Inc.** for their disclosure work, whether or not the transaction closes.
2. All fees due to GFK Management **MUST** be on a separate check made payable to **GFK Management, Inc.**
3. Charges for fees are billed to the person that requests the document (i.e. bank, escrow, mortgage company).
4. If this transaction is a purchase or a sale, an additional transfer fee of \$150.00 will be billed to the buyer of the unit for set-up costs and payable only to GFK Management, Inc.
5. All invoices are due within 30 days of billing. Unpaid invoices will accrue interest of 1.5% per month. All invoices that reach 90 days past due will be referred to a collection attorney.

MORTGAGE / ESCROW QUESTIONNAIRE REQUEST (Check one)

- Mortgage / Escrow Questionnaire – Standard **\$95.00** 5 Business Days
- Mortgage / Escrow Questionnaire – Expedited **\$145.00** 2 Business Days
- Mortgage / Escrow Questionnaire – Emergency **\$200.00** 24 Hours

PAYMENT & DELIVERY (Check one)

- Enclosed is a check made payable to GFK Management, Inc. which serves as payment in advance for completion of the Mortgage / Escrow Questionnaire
- Please complete the Mortgage / Escrow Questionnaire Form and include an **invoice** for the cost of preparing the document when GFK Management, Inc. returns the completed form. **I agree to pay the invoice within 30 days.**

PROMISE TO PAY: The undersigned have read and fully understand the terms listed above and conditions of the requested disclosure work and agree to the same. The undersigned understands that they will be responsible for the cost of preparing the requested Disclosure Documents regardless of whether the transaction closes.

Name _____ Title _____ Company _____

Signed _____ Date _____