

Townsend Realty & Management

820 Edgebrook Drive

DeKalb, IL 60115

(815) 787-7368

FAX (815) 758-6753

www.Townsend-Management.com

info@Townsend-Management.com

Date: _____

To: _____ **Fax:** _____

PAID ASSESSMENT LETTER FORM
PLEASE COMPLETE AND RETURN, ALONG WITH THE FIRST
PAGE OF THE SALES CONTRACT.

Letter of assessment if for (check one):

Closing Date:

Sale _____ Refinance _____

Seller(s) Name: _____

Buyer(s) Name: _____

Property Address: _____

Will the new owner(s) occupy the unit? _____ If no, owner's address and telephone

Seller's Attorney and Telephone: _____

Person Requesting Information: _____

Signature of person requesting information: _____

The following fees will be noted on the letter and must be paid at closing:

- Assessment letter for sale (minimum 3 weeks notice) \$75.00
- Assessment letter for sale (less than 3 weeks notice) \$100.00
- Assessment letter for sale (less than 1 week notice) \$125.00

The following fees must be prepaid (written request must accompany payment)

- Assessment letter for refinance (minimum 3 weeks notice) \$25.00
- Assessment letter for refinance (less than 3 weeks notice) \$50.00
- Copy of declarations and bylaws \$25.00
- Copy of rules and regulations \$10.00