



REQUESTOR INFORMATION	
PERSON REQUESTING:	
TELEPHONE NUMBER:	FAX/EMAIL:
EMAIL, MAIL, OR PICKUP:	
MAIL TO:	EMAIL TO:

UNIT OWNER OR SELLER INFORMATION	
NAME(S) OF UNIT OWNER(S):	
CONDOMINIUM NAME:	UNIT:
STREET ADDRESS:	
CITY, STATE, ZIP CODE:	

BANK QUESTIONNAIRE (IF APPLICABLE)	
NAME(S) OF REQUESTOR(S):	
EMAIL ADDRESS:	PHONE NUMBER:
MAIL TO:	EMAIL TO:
<b>**PLEASE SEND QUESTIONNAIRE TO <a href="mailto:SERVICE@HODANPROPERTY.COM">SERVICE@HODANPROPERTY.COM</a>**</b>  <b>\$125.00 FEE FOR ALL QUESTIONNAIRES UP TO 3 PAGES</b> <b>ANY QUESTIONNAIRES OVER 3 PAGES WILL INCUR A FEE OF \$155.00</b>	

PLEASE CHECK OFF THE REQUIRED ITEM (SALE OR RE-FINANCE TRANSFER)			
ANNUAL MEETING MINUTES	\$20.00	<input type="checkbox"/>	BUDGET \$20.00 <input type="checkbox"/>
CONDOMINIUM DOCUMENTS	\$75.00	<input type="checkbox"/>	PREVIOUS YEAR END FINANCIAL \$25.00 <input type="checkbox"/>
CURRENT YEAR-TO-DATE FINANCIAL	\$25.00	<input type="checkbox"/>	<input type="checkbox"/> RESERVE STUDY (IF APPLICABLE – ASK AHEAD OF TIME)
CONDO QUESTIONNAIRE 1-3 PAGES	\$125.00	<input type="checkbox"/>	
CONDO QUESTIONNAIRE 3+ PAGES	\$155.00	<input type="checkbox"/>	

**TURNAROUND TIME FOR DOCUMENTS ARE 4-5 BUSINESS DAYS FROM  
RETURN OF COMPLETED FORM AND PAYMENT IS MADE**

PAYMENT OPTIONS (PLEASE CHECK OFF PAYMENT METHOD)	
MONEY ORDER <input type="checkbox"/>	CREDIT CARD <input type="checkbox"/> **CALL US TO GIVE CREDIT CARD INFO **\$10.00 PROCESSING FEE
CHECK <input type="checkbox"/>	CASH <input type="checkbox"/>

**\*ALL CHECKS OR MONEY ORDERS NEED TO BE PAYABLE TO HODAN PROPERTY MANAGEMENT\*- If mailing a check please confirm with Hodan we have all the documents requested first before sending a check\***

**ANY CREDIT CARD PAYMENT NEEDS TO BE WITH EITHER A MASTERCARD OR VISA**

**ENCLOSED YOU WILL FIND A PAYMENT IN THE AMOUNT OF \$\_\_\_\_\_ FOR SELECTED ITEM SPECIFIED ABOVE**