



Homeowner Association Release Letter

Upon closing, please collect and forward the following applicable amounts (WITH A COPY OF THIS FORM and SETTLEMENT STATEMENT) to the address below. Separate checks are required for the Association dues and Team Management fees, as applicable. Association dues checks should be made payable to the Association

This information is considered confidential.

Please complete this form and return via fax or mail to the numbers listed below.

Today's date ___/___/___ Closing date ___/___/___

ASSOCIATION NAME: _____

SELLER: _____ PURCHASER: _____

PROPERTY ADDRESS: _____ CITY/STATE/ZIP _____

AGENT/LAW FIRM MAKING REQUEST _____

ASSOCIATION Fees	TRANSACTION Fees
Outstanding Assessments \$ _____	Letter Preparation: Transfer/Re-fi \$100.00 _____
Association Fees Owed \$ _____	Certification Completion \$25.00 _____
Late Charges \$ _____	Copy of Covenants/By-Laws \$25.00 _____
Special Assessments \$ _____	Insurance Declaration \$15.00 _____
Initiation/CAP Fee \$ _____	Urgent/Rush Delivery (if needed within 5-business days) \$100.00 _____
Legal Fees \$ _____	Administrative Fee \$250.00 _____
Balance Due Association \$ _____	Balance Due Team Mgt. \$ _____

Transfers will not be made to Association records until all fees are paid.

Should you have any questions, feel free to contact our Closing Department.

PLEASE ALLOW FIVE (5) BUSINESS DAYS FOR PROCESSING

TEAM MANAGEMENT, LLC
 PO BOX 670177
 MARIETTA, GA 30066
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