



The Community Association of Bernardo Heights

Date: _____

Escrow Company: _____

Escrow Officer Name: _____

Escrow Office Address: _____

Escrow Officer Email Address: _____

Phone Number: _____ Fax Number: _____

A file has been opened for the escrow/refinance number: _____ for
the property known as: _____

Current Owner: -----

Buyer: -----

We are requesting the following items, as marked below. We understand that processing begins upon payment of fees.

- All fees are due and payable upon submission of this form.
- Personal checks are not accepted.
- CABH accepts only cashier's checks, escrow checks, and money orders.
- All checks must be payable to "CABH".
- All neighborhoods in Bernardo Heights have a Sub-Management Company, therefore a second set of HOA documents must be requested separately from the management company directly.

| Item Requested | Fee |
|---|-----------------|
| Statement of Account/Demand | * |
| Document Package (CC&R's, By-Laws, Articles of Incorporation) | |
| Annual Financial Budget, Fidelity Bond | |
| Monthly Association Board Minutes (12 months) | |
| Final update required at close of escrow (mandatory) | |
| Total Fees | \$200.00 |
| <input type="checkbox"/> Rush Service (If received by 3:00 PM, ready by 3:00 PM next day) | +\$50.00 |
| Mailing fees (no fee if courier pick-up) | +\$10.00 |
| Total \$ _____ | |

*The CABH's statement of account/demand is *included* in the Sub-Management Company's statement of account/demand. Therefore, there is no separate statement of account/demand.
Once completed, email to Bernardo.heights@associa.us

16150 Bernardo Heights Parkway | San Diego, CA 92128

Phone— 858.451.3580 | Fax—858.451.6509

Web site—bernardoheights.org | Email—Bernardo.heights@associa.us