



# 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)	
<b>Total Fees</b>	<b>\$180.00</b>
<input type="checkbox"/> Rush Service (If received by 3:00 PM, ready by 3:00 PM next day)	+\$50.00
<input type="checkbox"/> 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@waltersmanagement.com](mailto:bernardo.heights@waltersmanagement.com)

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