



The Community Association of Bernardo Heights

Date: _____

Escrow Company: _____

Escrow Officer Name: _____

Escrow Office Address: _____

Escrow Officer Email: _____

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.
- If you are ordering from Las Brisas Condos, Las Floras Condos or Las Floras Homes; you must also order an escrow package from Las Brisas Homes, which is the Master to LBC, LFC AND LFH.

<u>Item Requested</u>	<u>Fee</u>
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

Rush Service (If received by 3:00 pm, ready by 3:00 pm next day) + \$50.00

*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