

# Mail Order Form

## Community Association Certificates and Documents

All information is required for processing. Please print this order form, complete it and mail to Leland Management at 6972 Lake Gloria Blvd., Orlando, Florida 32809 along with check or money order made payable to Leland Management.

### Contact Information

Contact's Name (name of person placing order)		Title	
Company Name			
Address		City	State      Zip Code
Email	Phone		Fax
Special Instructions			

### Required Information

Association Name (List full legal name)			
Closing Date		Lot # or Unit #	County
Property Address		City	State      Zip Code
Seller's Name(s)			
Buyer's Name(s)			

### Requested Products

Certificates / Documents	Rush (3 Business Days)	Standard (10 Business Days)	Description
<b>Verification of Assessments</b>	\$350 <input type="checkbox"/>	\$250 <input type="checkbox"/>	Identifies assessments and other moneys owed to the association by the owner. Verification expires after 30 days.
<b>Lender Disclosure - Standard</b>	\$300 <input type="checkbox"/>	\$200 <input type="checkbox"/>	Standard (PUD/HOA Certificate, Mortgage Questionnaire) providing named Association's financial disclosures and summary information.
<b>Lender Disclosure - Custom</b>	\$350 <input type="checkbox"/>	\$250 <input type="checkbox"/>	Lending companies requiring the use of their own form – enclose form or email to closings@lelandmanagement.com
<b>Association Documents</b>		\$50 <input type="checkbox"/>	A set of the Association's governing documents which may include the Declaration, Bylaws, and Articles of Incorporation.

**Disclaimer:** The responses herein are made in good faith and to the best of our ability as to their accuracy. However, Leland Management does not guarantee the information provided is error free and specifically disclaims any liability related to its use. \*\* Based on information available within official Records of the Association. Information in these records may not be up to date or may not contain all appropriate information. All information should be independently verified.

\*\* Parking

\*\* Contact

\*\* All other associations of which the unit is a member ([www.sunbiz.org](http://www.sunbiz.org))