

# HOMEOWNER'S ASSOCIATION (HOA) TIPS & INFO

**AS A COURTESY, HSTX TITLE WILL ORDER THE RESALE CERTIFICATE AND HOMEOWNER'S ASSOCIATION DOCUMENTS ON YOUR BEHALF.**

### OVERVIEW OF PROCESS

Generally, HOA management companies expect payment for their services to be paid upfront before they will process the order. Therefore, please be prepared for a title company representative to contact you and request credit card information to use to pay the upfront charges. You will be given an estimate of those charges and once the order is placed, you will receive a copy of the order for your records.

By law, HOA management companies have 10 business days to deliver these documents once the order is placed and payment is received. To avoid RUSH fees which range from \$50 to \$150 on top of the resale cost, please allow adequate time in the contract for these documents to be delivered to the buyer. Whenever possible, please allow 12 to 15 days for delivery.

Gate codes, access cards or common area access keys may need to be purchased by the Buyer from the HOA or they may be transferred to the Buyer from the Seller, depending on the HOA.

Once we receive your documents from the management company, they will be distributed to all parties promptly thus insuring compliance with the terms of the Contract.

**Seller's Name(s):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Amount of Dues:** \_\_\_\_\_

**Name of HOA:** \_\_\_\_\_

**Payable:**  
 Monthly  Quarterly  Semi-Annual  Annual

**Name of Management Company:**  
\_\_\_\_\_

**Make Checks for Dues Payable to:**  
\_\_\_\_\_

**Paid Through:** \_\_\_\_\_

**Special Assessments, if any:**  
\_\_\_\_\_

**Has HOA filed any liens against you for past assessments?**  Yes  No  
**Amount:**

**Current Violations, if any:** \_\_\_\_\_

**Other Info:** \_\_\_\_\_