



**NAM**  
**ASSOCIATION MANAGEMENT, INC.**

*"Affordable Excellence for Your Neighborhood"*

**\*OUR OFFICE ADDRESS IS 4749 BENNETT DRIVE, SUITE B, LIVERMORE, CA 94551\***

**\*BY APPOINTMENT ONLY\***

**\*THIS FORM MUST BE ATTACHED WITH YOUR PAYMENT. PLEASE PUT A CHECK MARK BY YOUR REQUESTED ITEMS.**

**\*Email [Escrow@neighborhoodam.com](mailto:Escrow@neighborhoodam.com) to obtain any information or if you have questions\***

### **ESCROW FEE SCHEDULE**

<input type="checkbox"/>	All Certification, Demand, and Questionnaire Forms <i>To prevent delays, please submit your form with your request. Includes Owner Occupancy Report.</i>	\$200 per Form
<input type="checkbox"/>	Document Package* w/ Minutes & Newsletters for the Previous 12 Months <i>*CC&amp;Rs, Bylaws, Articles of Incorporation, Annual Reports &amp; Statements, Rules &amp; Regulations, and Insurance Disclosure Form. Document packages are provided via email. There is an additional \$25.00 fee if hard copies are needed.</i>	\$300.00
<input type="checkbox"/>	Owner Occupancy Report <b>w/o Certification, Demand, or Questionnaire Forms</b> <i>The basis for the preparation of this report is the list of mailing addresses that each unit has designated for the delivery of Association notices and documentation.</i>	\$50.00
<input type="checkbox"/>	Special Assessment Pay Off Request <i>Note: Applicable Only to certain HOA's</i>	\$50.00
<input type="checkbox"/>	Appraisal Questionnaire (4 Questions at no cost) <i>Note: Applicable Only to certain HOA's</i>	\$125.00
<input type="checkbox"/>	Rush Fees (Next Business Day)	\$150.00

### **PROCESSING & DELIVERY**

**STANDARD DELIVERY** is 4-10 business days from the time that payment and all forms are received by our office.

**RUSH DELIVERY** is available at an additional cost of \$150, which must be paid in advance.

- Rush requests must be received by 2:00 p.m. along with full payment and all forms.
- Rush requests will be completed by 4:30 p.m. the following business day.

**SEE PAGE 2  
FOR PAYMENT INSTRUCTIONS, DELIVERY OPTIONS, AND  
FEES DUE AT CLOSING**

## **PAYMENT**

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- **Personal Checks are not accepted.**
- **Credit Card Payments are not accepted.**
- **ACCEPTED FORMS OF PAYMENT:**
  - Cashiers' Check
  - Money Order
  - Business Check
  - PayPal ([paypal.me/neighborhoodam](http://paypal.me/neighborhoodam)) **\*note a fee is applied with this service\***
- Make checks payable to *NAM Association Management, Inc.*
- **Payment is due before** any request can be processed.
- Payments/Requests should be mailed to the following:
  - Via Standard Mail – P.O. Box 10968, Pleasanton, CA 94588
- Physical Address – 4749 Bennett Drive, Suite B, Livermore, CA 94551\*
- Business hours are 9:00 a.m. to 5:00 p.m., Monday through Friday (excluding holidays)
- **Demands include free updates within 30 days of the first demand being completed.**
- **After 31+ days, if an update is needed, there will be another charge of \$200.00**

## **DELIVERY OPTIONS**

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- Standard Mail – No additional cost.
- Fed-Ex – We can ship via your Fed-Ex account at no additional charge so long as you provide a shipping label including your account information and delivery address.
- Courier Pickup – Documents can be picked up at our Livermore office located at 4749 Bennett Drive, Suite B, Livermore, CA 94551 after you have received notification confirming that your request is complete.
- Via Email – No additional cost. **Please provide an email below:**

## **FEES DUE AT CLOSING**

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Transfer Fee	\$375.00
Refinance Fee	\$100.00

- Make checks payable to *NAM Association Management, Inc.*
- Mail checks to P.O. Box 10968, Pleasanton, CA 94588

**Escrow Services Fee Schedule and Instructions**

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<b>Documents:</b>	<b>Payment by Check:</b>	<b>Payment by PayPal:</b>
Demand/Questionnaire ONLY	\$200.00	\$206.16
Document Package ONLY	\$300.00	\$309.25
Full Resale Package	\$500.00	\$515.43
RUSH	\$150.00	\$155.00
Appraisal Questionnaire	\$125.00	\$128.85
Full Resale Package+RUSH	\$650.00	\$670.03
Demand + RUSH	\$350.00	\$360.79
Document package+ RUSH	\$450.00	\$464.75
SA Payoff Letter	\$50.00	\$52.00
SA Payoff Letter+ RUSH	\$200.00	\$206.16
Demand + SA Payoff Letter	\$250.00	\$258.00
Resale Pack + SA Payoff Letter	\$550.00	\$566.95
Resale Pack + SA Payoff Letter + RUSH	\$700.00	\$721.75