



# NAM

## ASSOCIATION MANAGEMENT, INC.

*"Affordable Excellence for Your Neighborhood"*

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

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

### ESCROW FEE SCHEDULE

- |                          |  |                |
|--------------------------|--|----------------|
| <input type="checkbox"/> | All Certification, Demand, and Questionnaire Forms<br><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<br><i>*CC&amp;Rs, Bylaws, Articles of Incorporation, Annual Reports &amp; Statements, Rules &amp; Regulations, and Insurance Disclosure Form. Document packages are provided via CD. There is an additional \$25.00 fee if hard copies are needed.</i> | \$300.00       |
| <input type="checkbox"/> | Owner Occupancy Report <u>w/o</u> Certification, Demand, or Questionnaire Forms<br><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<br><i>Note: Applicable Only to certain HOA's</i>  | \$50.00        |
| <input type="checkbox"/> | Appraisal Questionnaire (4 Questions at no cost)<br><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**

---

- **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) **\*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 \$100.00**
- **After 60+ days, if an update is needed, there will be another charge of \$200.00**

## **DELIVERY OPTIONS**

---

- 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**

---

Transfer Fee	\$350.00
Refinance Fee	\$50.00

- Make checks payable to *NAM Association Management, Inc.*

**Escrow Services Fee Schedule and Instructions**

Page 3

- Mail checks to P.O. Box 10968, Pleasanton, CA 94588