

REQUEST FOR HOMEOWNERS LETTER OF ACCOUNT

Capitol Realty – 1712 W Lindsey – Norman, OK 73069 – (405) 292-7653

Please PRINT and fax to: 405-329-7653 *Incomplete Requests will be Returned

Person requesting information _____ Date _____

Unit Address _____ Seller _____

Date of Closing _____ Closing Agent _____

Closing Company _____ Fax: _____

Buyer(s) _____ Phn: _____

Purchase d for: _____ Primary Residence _____ Relative Residence _____ Investment Property

Buyer's Mailing Address (if different from Unit Address):

_____ Phn: _____

Seller's Forwarding Address (in the event there is a credit due)

Has 15 Day First Right of Refusal been posted? _____

Seller will provide to Cardinal Creek Buyer At Closing

_____ Facility Key
(A \$50 fee applies if not provided)

_____ Gate Remote Control
(Investment Buyers as Non-Residents are required to use Remote for property access. Cost is \$ 50)

_____ Mail Box Key

_____ Cardinal Creek Manual of By-Laws
(A \$ 25 fee applies if not provided)

CLOSING AGENT: Do not deduct any of these charges from Sign Up Fee

All Seller Credits should be reflected on HUD-1

Insurance Certificates are available through Keitz and Associates 405-848-4991

Please allow 24 hours for HOA letter and 72 hours for Lien Releases

Seller will provide to Highland Park Buyer At Closing

_____ Highland Park Manual of By-Laws
(A \$ 25 fee applies if not provided)

_____ Mail Box Key

_____ All Parking Permits issued to Unit
(A \$50 fee for each permit applies if not provided)

_____ Pool Pass issued to Unit
(A \$50 fee applies if not provided)

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