



# Whispering Hills Homeowners Association, Inc.

692 Whispering Hills Drive • Chester, New York 10918 • (845) 469-4018 • Fax (845) 469-5964

## REQUEST FOR COMMON CHARGE PACKAGE INSTRUCTIONS

**Please Note: The Fee is \$200.00**

<b>Sellers Attorney</b>	<b>Fax:</b>	<b>Phone</b>
<b>Buyers Attorney</b>	<b>Fax:</b>	<b>Phone</b>

Unit: \_\_\_\_\_ Homeowner: \_\_\_\_\_

1. Provide a written request for a common charge packet. This can be faxed to **845-469-5964**.
2. Provide a **\$200.00 check** made payable to the Whispering Hills HOA. **(Packet will not be released without fee paid).**
3. Provide the name, mailing address and phone & fax number of the other parties' attorney and the estimated date of closing.
4. Provide a copy of the executed contract of sale.
5. **Expedited Processing Fee:** This **\$100.00 fee** for expedited processing of a common package is assessed when the request for the common charge package, check for **\$200.00** common charge package fee, copy of the executed contract of sale or mortgagee information is received in the HOA office within **3 business days or less from the time of closing**.
6. If there will be a mortgage, provide (in writing) **EXACTLY** how the purchaser's bank (or whoever will hold the mortgage) will appear in the mortgagee clause on the hazard insurance certificate as follows:

<b>Name of Mortgagee</b> <b>It's Successors and/or assigns (if applicable)</b> <b>Street Address</b> <b>City, State, Zip Code</b>
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The Hazard Insurance Certificate **CANNOT** be provided without the Mortgagee Clause. If this is a cash sale, please indicate it.

### **Common Charge Packet Includes:**

- Common Charge Letter (includes waiver of right of first refusal)
- Hazard Insurance Certificate
- Power of Attorney