

Owners Authorization and Request for Homeowner Association Documents

To: _____
Homeowner Association

Management Company

Address

City, State, Zip

Phone, Fax and/or Website

I/We hereby authorize Angela M. Livingston Broker Associate with Madison & Company Properties, to access my HOA account.

Username: _____

Password: _____

OR I/We hereby authorize Angela M. Livingston to set up an account on my/our behalf.

Re: _____
Property Address

Owner Seller

I/We, as owner(s) Seller(s) of the above referenced property, authorize you to release the following documents to my Real Estate Broker: Angela M. Livingston:

1. Most recent financial documents including:
 - a) annual balance sheet
 - b) annual income and expenditures statement
 - c) annual budget (herein collectively "Financial Documents")
 - d) meeting minutes from the most recent annual meeting
 - e) minutes from any director meetings from the last six (6) months
2. Please also include any or all of the following that apply:
 - a) Bylaws
 - b) Rules and Regulations
 - c) Party Wall Agreements
3. Is the Homeowners Association involved in or aware of any pending or on-going lawsuits?

4. Is there a transfer fee? (Y/N) If so, how much? _____ Reserve Fee? _____
Working Capital? _____ Electronic status letter fee? _____
Document/info online fee? _____

5. Are there any outstanding assessments? _____ If yes, how much _____

It is a requirement of the Colorado Real Estate Contract for these documents to be released.

Sincerely,

Owner/Seller Date

Owner/Seller Date