

# DOCUMENT REQUEST FORM & FEES

Complete the following and return this form to [operations@cmgs.co](mailto:operations@cmgs.co) Thank you!

## Requestor and Property Address Information

Requested by: \_\_\_\_\_ Company Name \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Street Address \_\_\_\_\_ Suite/Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Property Address \_\_\_\_\_ Unit # \_\_\_\_\_

Comments \_\_\_\_\_

## Payment Options & Processing Fees: Select Payment Option

Check  Money Order  Debit/Credit Card

Check or Money Order made payable to: JBM Investment Group, Inc.

Debit or Credit card payments accepted through Square at \$10.00 fee per item.

Debit or Credit card fee increased for RUSH at \$20.00 and Same Day fee is \$25.00 per item.

Delivery turn around begins upon receipt of payment; all hours reflected on this form are Business Hours.

## Status Letter: Select Delivery Option

Standard (72 Hours) \$250.00  RUSH (48 Hours) \$500.00  Same Day (24 Hours) \$600.00

## Condo Questionnaire & Condo Certificates: Select Delivery Option

Standard (72 Hours) \$250.00  RUSH (48 Hours) \$500.00  Same Day (24 Hours) \$600.00

## Partial CIC Document Package: Select Delivery Option

Standard (72 Hours) \$100.00  RUSH (48 Hours) \$200.00  Same Day (24 Hours) \$300.00

Select Documents:

Previous six months of Board/Executive Meeting Meetings  Policy Updates  
 Recent Annual Meeting Minutes  Adopted Rules & Regulations  
 Recent Financials (Profit & Loss, Balance Sheet)  Current Year Budget

## Full CIC Document Package

Select Delivery Option:

Standard (72 Hours) \$150.00  RUSH (48 Hours) \$300.00  Same Day (24 Hours) \$400.00

Select Documents:

Articles of Incorporation  Adopted Rules & Regulations  
 Bylaws  Policies  
 Declarations  Association Insurance Certificate  
 Previous six months of Board/Executive Meeting Meetings  Annual Owner Meeting Minutes  
 Recent Financial Documents Including (as available)

Current Year Operating Budget, Financial Audit or Review, Annual Financial Statements, List of Fees & Charges as reflected on this form, Assessment required to be paid in advance, Reserve Study (if available)