

SHANNON DAY PROPERTY MANAGEMENT  
DOCUMENT REQUEST FORM

Phone (702) 795-1740

Fax (702) 227-7947

Please allow 10 days for processing. Home owner approval must be in writing, prior to preparing the documents. Fax or mail to Shannon Day Property Management 5460 South Eastern Avenue, Las Vegas, Nevada 89119. Payments must be made by Bank Certified funds and/or Money Order (No Cash Accepted) upon pick-up of the documents. We also accept VISA and / or MASTERCARD for payment (with a processing fee of \$10.00) All documents should be reviewed prior to leaving our office, as no refunds will be issued.

DATE: \_\_\_\_\_ ASSOCIATION: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

SELLER NAME: \_\_\_\_\_ TO BE PICKED UP BY: \_\_\_\_\_

PHONE# TO CALL WHEN READY: \_\_\_\_\_

**\*\*RESALE PACKAGE FEE: \$160.00\*\***

RESALE PACKAGE INCLUDES:

- \* Declaration of Restrictions (CC&R's)
- \* Association Bylaws
- \* Rules and regulations of the association
- \* Information Statement ("Did You Know?") per NRS 116.41095
- \* Statement of monthly assessments for common expenses and any unpaid assessments
- \* Current operating budget
- \* Current financial statement of the association, including a summary of the Reserves Study
- \* Statement of any unsatisfied judgments and the status of any pending legal action against the Association or relating to the Common Interest Community of which the seller has actual knowledge
- \* Statement of any transfer fees, transaction fees or any other fees associated with the resale of a unit
- \* Statement describing all current and expected fees or charges for each unit, including, Without limitation, late charges or penalties, interest rates on delinquent assessments, additional collection costs, etc.

EXPRESS DOCUMENT / ADDITIONAL FEES:

\_\_\_\_ 3 DAY PICK-UP SERVICE FEE: \$125.00  
\_\_\_\_ VISA / MASTERCARD (Processing) FEE: \$10.00

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OFFICE USE ONLY

Request Received On: \_\_\_\_\_ Package Completed On: \_\_\_\_\_ Contacted: \_\_\_\_\_

Package Received by: \_\_\_\_\_ Date: \_\_\_\_\_