


1 Your Information			
Name		Company	
Phone	Fax	Address	
2 Property Information			
Property / Condo Name		Address	
Unit #	T.M.K.	Client Reference	
3 Document Request			
<input type="checkbox"/> Full Package (not to exceed \$330 + tax) - Includes all available documents listed below			
Full Package Delivery Options	1) Format	<input type="checkbox"/> CD (Full package price)	<input type="checkbox"/> Hard Copy (Full package price + \$35)
	2) Delivery Options	<input type="checkbox"/> Pickup @ Docutrieve	<input type="checkbox"/> TG Branch _____
<input type="checkbox"/> Mail to: _____			
<input type="checkbox"/> Ala Carte (\$1 per page unless otherwise specified)			
<input type="checkbox"/> Articles of Association <input type="checkbox"/> Amendments to Declaration of CC&R and /or CPR <input type="checkbox"/> Insurance Summary <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Annual Meeting Minutes <input type="checkbox"/> Complete Reserve Study Report <input type="checkbox"/> Amendments to Articles of Association <input type="checkbox"/> Minutes from Board of Directors Meeting <input type="checkbox"/> Lenders Disclosure (HOA Cert.) - \$85 <input type="checkbox"/> By Laws / Restated By Laws <input type="checkbox"/> House Rules - Including Amendments <input type="checkbox"/> Property Information Form (RR105c) - \$140 <input type="checkbox"/> Amendments to By Laws / to Restated By Laws <input type="checkbox"/> Financial Statement - Current or Last Issued <i>(Does not apply to Resort Quest)</i> <input type="checkbox"/> Declaration of CC&R and/or CPR <input type="checkbox"/> Operating Budget - Current of Last Issued			
Ala Carte Delivery Options	1) Format	<input type="checkbox"/> CD (Ala carte price)	<input type="checkbox"/> Hard Copy (Ala carte price +\$35 if over 125 pages)
	2) Delivery Options	<input type="checkbox"/> Pickup at Docutrieve <input type="checkbox"/> Fax (20 pages max)	<input type="checkbox"/> TG Branch _____
<input type="checkbox"/> Mail to: _____			
4 Payment Information - Select One (Payment is requested in advance, unless picking up from Docutrieve)			
<input type="checkbox"/> Check		<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
<input type="checkbox"/> Pay at Pickup			
Check # _____	Card # _____	What is my CVW / CVC #?	
Please make checks payable to Docutrieve	Exp. date _____ CVW / CVC # _____		
Name on card _____		Only at Docutrieve Payments through escrow are no longer accepted	
State Tax Applies to All Documents - Add 4.712¢ / \$1 on All Oahu Properties Add 4.166¢ / \$1 on All Other Properties			
Date ordered _____			
Delivery time at least 5 working days. No rushes			

I understand that all unrecorded documents are the property of said property management company & may not be duplicated without their permission.

