

Title Company: \_\_\_\_\_ Escrow Officer: \_\_\_\_\_

Escrow/File #: \_\_\_\_\_ Fax # or email: \_\_\_\_\_

Property address: \_\_\_\_\_, Lake Oswego, OR 97035

Property Owner of Record: \_\_\_\_\_ MPHOA account #: \_\_\_\_\_

Mountain Park Home Owners Association or its agent advises that as of the date signed below:

- 1. Association’s assessment dues are presently \$ \_\_\_\_\_ semi-annually and assessed twice per year, once in January for January 1 through June 30, and again in July for July 1 through December 31.
- 2. Property owner currently pays their dues on the following basis:
  - Semi-annually: Dues are paid through \_\_\_\_\_ and the next payment is due \_\_\_\_\_ and considered past due after \_\_\_\_\_.
  - Monthly via automatic withdraw: Monthly portion of dues is \$ \_\_\_\_\_ and withdrawn on the 3<sup>rd</sup> of each month. Dues have been paid through \_\_\_\_\_ as of the signed date below. PLEASE NOTE: Transfer of property documentation and transfer fee must be received by our office by the 1<sup>st</sup> of the month to cancel the current homeowner’s automatic withdrawal.
  - This account is in collections with our attorneys Vial Fotheringham LLP, 503-684-4111  
Outstanding or delinquent dues and fees information may be obtained from them directly.
- 3. Interest of 7% per annum is charged after a payment is 60 days late.
- 4. There is none of the following:
  - a. Blanket hazard insurance
  - b. Hazard insurance on unit
  - c. Special assessments at this time
  - d. Buyer contribution to working capital
  - e. Move-In/Move-Out fees
- 5. Pending assessments are not expected although assessments may increase up to 5% per year.

**THE FOLLOWING MUST BE RECEIVED IN ORDER TO TRANSFER TITLE:**

- 6. **Transfer fee of \$100. We cannot transfer title if this fee is not received.**
- 7. **Additional requirements for transfer of membership:**  
**Upon closing, mail payment along with copy of deed that includes legal lot description and signature page.**

Copies of Mountain Park Home Owners Association’s documentation regarding Bylaws, Meeting Minutes, Budgets, etc. may be found on our website: mtparkhoa.com. Click on REALTOR, RESOURCES, DOCUMENTS, etc., and then FINANCIAL DOCUMENTS.

**At close of your escrow, please advise us of the name(s) of the new owner(s), the date of transfer, provide the \$100 transfer fee as noted in #6 above and a copy of the signed deed as noted in #7 above.**

Checks should be made payable to: Mountain Park HOA  
2 Mt. Jefferson Terrace  
Lake Oswego, OR 97035

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Information provided by: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_@mtparkhoa.com

Printed Name & Title \_\_\_\_\_

Phone 503-635-3561 Fax 503-635-0971

