

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 - Monthly via automatic withdraw: Monthly portion of dues is \$ _____ and withdrawn on the 3rd of each month.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 1st 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 I'M A REALTOR and then RESOURCES.

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: _____

Printed Name & Title: _____ Email: _____@mtparkhoa.com
Phone 503-635-3561 Fax 503-635-0971

