

Mail Order Form

Community Association Certificates and Documents

All information is required for processing. Please print this order form, complete it and mail to Leland Management at 6972 Lake Gloria Blvd., Orlando, Florida 32809 along with check or money order made payable to Leland Management.

Contact Information

Contact's Name (name of person placing order)		Title	
Company Name			
Address		City	State Zip Code
Email	Phone		Fax
Special Instructions			

Required Information

Association Name (List full legal name)			
Closing Date		Lot # or Unit #	County
Property Address		City	State Zip Code
Seller's Name(s)			
Buyer's Name(s)			

Requested Products (An additional fee of \$50 needs to be applied to all orders that need to be sent by mail)

Certificates / Documents	Next Day (48 hours)	Rush (3 to 4 business days)	Standard (15 days)	Description
Verification of Assessments - Resale	\$250 <input type="checkbox"/>	\$200 <input type="checkbox"/>	\$150 <input type="checkbox"/>	Identifies assessments and other moneys owed to the association by the unit owner
Verification of Assessments - Update	\$200 <input type="checkbox"/>	\$150 <input type="checkbox"/>	\$100 <input type="checkbox"/>	Provides an update of the previous verification letter. Verifications expires after 15 days
Verification of Assessments - Refinance	\$200 <input type="checkbox"/>	\$150 <input type="checkbox"/>	\$100 <input type="checkbox"/>	Only available to owners refinancing their property
Lender Disclosure Form - Standard	\$150 <input type="checkbox"/>		\$100 <input type="checkbox"/>	Standard (PUD/HOA Certificate, Mortgage Questionnaire) providing named Association's financial disclosures and summary
Lender Disclosure Form - Custom	\$200 <input type="checkbox"/>		\$150 <input type="checkbox"/>	Lending companies requiring the use of their own form – enclose form or email to closings@lelandmanagement.com
Association Documents	\$50 <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$50 <input type="checkbox"/>	A set of the Association's governing documents which may include the Declaration, Bylaws, and Articles of Incorporation

Disclaimer: The responses herein are made in good faith and to the best of our ability as to their accuracy. However, Leland Management does not guarantee the information provided is error free and specifically disclaims any liability related to its use.