



3129 Tiger Run Ct., #112, Carlsbad, CA 92010 | info@daisydocs.com

Document Production Order Form

Your Name: _____ (“I”) Date: _____

Your Email: _____ Your Phone#: _____
Where you want the documents sent

Property Owner’s Name: _____ (“Owner”)

Property Address: _____
Number, City, State, Zip

HOA Name: _____ (“Association”)

Owner's Mailing Address: _____
If Different from Property Address Number, City, State, Zip

Initial In the Space Provided

_____ In accordance with California Civil Code Sections 4528 & 4530, I am the Owner’s Representative from an Escrow Company, Real Estate Agency, Mortgage Company, Real Estate Appraising Firm, Bank or other such institution, acting on behalf of the Owner.

_____ I understand and agree that the California Civil Code makes the Seller of a property responsible for transferring specific documents to a Buyer prior to the transfer of title. Neither DaisyDocs.com, Verdad Ventures, Inc., the Association nor its management company assumes responsibility for the transfer of these or any other documents to a Buyer.

_____ I understand and agree that these documents may be void and removed pursuant to Section 12956.1 of the Government Code if it/they contain any restriction based on race, color, religion, sex, familial status, marital status, disability, national origin, or ancestry, that restriction violates state and federal fair housing laws and is Lawful restrictions under state and federal law on the age of occupants in senior housing or housing for older persons shall not be construed as restrictions based on familial status.

_____ I will indemnify and hold harmless DaisyDocs.com, Verdad Ventures, Inc., the Association and its management company against any action arising from DaisyDocs.com in connection with the documentation that I have ordered on this Order Form.

IMPORTANT

- **Turnaround is 10 days. 3-Business-Day RUSH Charge is \$50.00 on Order Form.**
- Complete all spaces on all pages. Incomplete orders will not be processed.
- The entire amount charged is non-refundable once the order is processed.
- There is a non-refundable \$50 charge once work has begun to fulfill the order.
- HOA-related document requests and questions not on the questionnaire will not be responded to.
- Make checks payable to DaisyDocs.com, 3129 Tiger Run Ct., #112, Carlsbad, CA 92010.
- Submit all order forms, attachments, questions to, and request payment link from, info@daisydocs.com.
- **Please do not contact the management company.**

THANK YOU

Property Address: _____ Date: _____

CHARGES FOR REQUESTED DOCUMENTS AS REQUIRED BY SECTION 4525*

Document	Civil Code Section	Fee for Document	N/A: Not Available N/App: Not Applicable DP: Provided by Seller
Articles of Incorporation or Statement that not Incorporated	Section 4525(a)(1)	\$15.00	
CC&Rs	Section 4525(a)(1)	\$50.00	
ByLaws	Section 4525(a)(1)	\$40.00	
Operating Rules	Section 4525(a)(1)	\$20.00	
Age Restrictions, if any	Section 4525(a)(2)	Included in CC&R's	
Rental Restrictions, if any	Section 4525(a)(9)	Included in CC&R's	
Annual Budget Report or Summary, incl. Reserve Study	Sections 5300 and 4525 (a)(3)	\$25.00	
Assessment and Reserve Funding Disclosure Summary	Sections 5300 and 4525(a)(4)	Included in Budget	
Financial Statement Review	Sections 5305 and 4525(a)(3)	\$20.00	
Assessment Enforcement Policy	Sections 5310 and 4525(a)(4)	Included in CC&R's	
Insurance Summary	Sections 5300 and 4525(a)(3)	\$10.00	
Regular Assessment	Section 4525(a)(4)	\$10.00	
Special Assessment	Section 4525(a)(4)	\$10.00	
Emergency Assessment	Section 4525(a)(4)	\$10.00	

Other Unpaid Obligations of Seller	Sections 5675 and 4525(a)(4)	Included in Statement	
Approved Changes to Assessments	Sections 5300 and 4525(a)(4), (8)	Included in Statement	
Settlement Notice re: Common Area Defects	Sections 4525 (a)(6), (7) and 6100	See disclosure if applicable	
Preliminary List of Defects	Sections 4525 (a)(6), 6000 and 6100	DP	
Notices of Violation	Sections 5855 and 4525 (a)(5)	\$10.00	
Required Statement of Fees	Section 4525	\$10.00	
Minutes of Regular Board Meetings	Sections 4525 (a)(10)	\$20.00 per calendar year (maybe more or less than 12)	
Certification/Questionnaire Form		\$20.00/\$45.00 Short is 1-14 questions. Long is 15 or more questions.	
Rush Option		\$50.00	
		Total Fees Due:	\$ _____

*****Please provide email addresses and phone numbers for new owners at the close of escrow*****

*The information provided by this form may not include all fees that may be imposed before the close of escrow. Additional fees that are not related to the requirements of Section 4525 shall be charged separately.