



## Closing Services Fee Schedule Information

Sales and Real Estate Transactional Services and associated fees charged by Westwind Management Group, LLC are listed below. Please note not all services listed below may be available to all client communities of Westwind Management Group, LLC.

In summary, fees for the following will not exceed:

- Lender Questionnaire\*:
  - \$150.00 per association for a standard form
  - \$200.00 per association for a lender specific form
- Sale Affidavit\* (also known as “status letter”):
  - \$125\*\* per association
- Ownership Conveyance Fee (also known as “Transfer Fee”):
  - \$150.00 per association
- Refinance Affidavit\* (also known as “Status Letter”):
  - \$75.00\*\* per association
- Association Seller’s Disclosure Package (also known as CIC Documents or Association Documents):
  - \$150.00 per association
  - Certain individual documents may be available for purchase for an amount not to exceed \$25 per document

\*Standard Processing time is 6 business days. Any Questionnaire or Affidavit requested within 6 business days will incur the following, additional rush fees per requested questionnaire or affidavit:

-Within 1 Business Day = \$125

-Within 2-3 Business Days = \$100

-Within 4-5 Business Days = \$50

\*\*An update to a previously provided Affidavit will incur a charge of \$30 per requested update.

- Association Assessments/Dues and Special Assessments (if any): This information is located within the Seller’s Disclosure Package.
- Working Capital (also known as Maintenance Reserve): Varies by community. This information is provided through the Affidavit.



27 Inverness Drive East | Englewood, CO 80112 | [www.westwindmanagement.com](http://www.westwindmanagement.com)  
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To place an order for a Questionnaire, Sale Affidavit, Refinance Affidavit and/or Association Seller's Disclosure Package, please go to [www.westwindmanagement.com](http://www.westwindmanagement.com) and click on the "Real Estate Professionals" tab. All fees for requested services referenced above\* will need to be paid at the time the service is requested and are non-refundable.

\*The "Ownership Conveyance Fee" will be added to the affidavit under fees to be collected at closing and will need to be paid at the time the property closes through the title company.



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