



AROUND THE CLOCK, INC. CRMC[®]

a certified residential management company

716 West Meeker St., Suite 101, Kent, WA 98032 Office: 253-852-3000 Fax: 253-852-1417
 Website: www.aroundtheclockinc.com E-mail: info@aroundtheclockinc.com

REQUEST FOR HOA SALES ADDENDUM #9 DOCUMENTS

I request that Around the Clock, Inc. CRMC, managing agent for the Homeowners Association named below, provide the financial statements and meeting minutes required by law to sell my property. I acknowledge that the Association, or its agent, is **permitted four (4) business days from receipt of written request AND the full payment.**

I understand that the full payment is due before statements will be provided, a copy of the signed addendum must be provided with the request, and checks need to be made payable to Around the Clock, Inc., CRMC. I also understand that the financial statements will only be released pursuant to the instructions detailed below.

Description of Unit (PLEASE TYPE OR PRINT)

Homeowners Association _____
 Owner Name: _____
 Street Address: _____
 City, State: _____ Unit #: _____

This request is made by:

 Printed Name (W) _____ (H) _____
 Telephone Numbers

 Signature Date: _____

Payment Options:

- Enclosed is a check for \$85.00 made payable to Around the Clock, Inc. CRMC[®] for preparing the Financial Statements & Documents. **I further understand that the Financial Statements & Documents will be completed within 4 business days of receipt of the full payment and this written request form at Around the Clock, Inc. CRMC[®].** If the request is received after 3PM, it will be considered the next business day.
- Because time is of the essence in this matter, I require an expedited preparation of the Financial Statements & Documents at a fee of \$150.00. **The Financial Statements & Documents will be completed within 2 business days of receipt of the full payment and this written request form at Around the Clock, Inc. CRMC[®].** If the request is received after 3PM, it will be considered the next business day.

Delivery Instructions (check one):

I will pick up the Financial Statements & Documents. Please contact me once it is available.

Please fax the Financial Statements & Documents to the following fax number:

Attention: _____

Fax: _____

Please mail the Financial Statements & Documents to the following address:

Please E-mail the Financial Statements & Documents to: _____

This request is made of:

Around the Clock, Inc. CRMC®
716 West Meeker St., Suite 101
Kent, WA 98032

253-852-3000 Phone
253-852-1417 Fax
www.aroundtheclockinc.com

For Office Use Only: Form Received Payment Received

Received by: _____ (circle one) E-mail/Fax/Mail/Other

Date/Time Packet Received: _____ Amount: \$ _____

Prepped by: _____ Date/Time Completed: _____

Completed by: _____ Date/Time Completed: _____

SIGNATURE OF PERSON ACCEPTING COMPLETED DOCUMENTS:

Received by (print name): _____ Date: _____

Signature: _____

SIGNATURE OF AROUND THE CLOCK, INC. CRMC® EMPLOYEE RELEASING COMPLETED DOCUMENTS:

Released / Mailed / Faxed (circle one) by: _____ Date: _____