



716 West Meeker St., Suite 101, Kent, WA 98032 Office: 253-852-3000 Fax: 253-852-1417  
 Website: [www.aroundtheclockinc.com](http://www.aroundtheclockinc.com) Email: [info@aroundtheclockinc.com](mailto:info@aroundtheclockinc.com)

**REQUEST FOR ASSOCIATION DOCUMENT REVIEW SALES FORM**

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. Please note if payment is being made electronically you will need to submit a copy of your receipt showing the payment was made with this completed request form. If the request and payment are received after 3pm it will be considered the next business day. Request and payment confirmation are to be sent to [info@aroundtheclockinc.com](mailto:info@aroundtheclockinc.com) for processing.**

I understand that the **full payment and/or payment receipt** 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 \$115.00 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/or electronic payment receipt 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. Please select ONE of the following:**
  - I request the information to be provided in a printed format.
  - I request the information to be provided via email.
  
- Because time is of the essence in this matter, I require an expedited preparation of the Financial Statements & Documents at a fee of \$160.00. **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 Options (check one):**

I will pick up the Financial Statements and Documents. Please contact \_\_\_\_\_ at (\_\_\_\_) \_\_\_\_\_ once it is available.

Please Fax the Financial Statements and Documents to the following number:  
**Attention:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_

Please mail the Financial Statements and Documents to the following address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please E-mail the Financial Statements and 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 CERTIFICATE:**

Received by (signature upon receipt): \_\_\_\_\_ Date: \_\_\_\_\_

**SIGNATURE OF AROUND THE CLOCK, INC. CRMC® EMPLOYEE RELEASING COMPLETED RESALE CERTIFICATE:**

Released / Mailed / Faxed (circle one) by: \_\_\_\_\_ Date: \_\_\_\_\_

(Please return this sheet to the Certificate preparer – see "Office Use")