

PLEASE NOTE: We need the NAME of the Complex and ADDRESS & Unit # of the property on the top of the questionnaire. See below for properties that can't be Rushed. Your cooperation is appreciated. *

PLEASE NOTE - RUSH processing is NOT AVAILABLE for the following Developing Communities:

Oak Meadows, Regency at Prospect

Fairview at Oxford Greens & Hills at Roosevelt Woods

Pierpont Hill

77 Sunset Lane

Summit Master & Regency & Village

Please feel free to call should you have any questions.

Please read all instructions & complete the attached request form and mail it back to REI (address can be found on the form) along with the bank questionnaire that needs to be completed and your payment. Please be sure to fully complete the request form including the name and address of the property to avoid any processing delays on our end. **Please also note the name and address of the property on the top of the questionnaire. Your cooperation is appreciated. **

Checks should be made payable to REI Property Management. Please note that credit card payments cannot be accepted at this time.

**Please mail our form along with the questionnaire & check to:
REI Property Management Company
2A Ives Street
Danbury, CT. 06810**



REI PROPERTY MANAGEMENT

RUSH COMPLETION DATE: _____	FOR OFFICE USE ONLY	INCLUDE BUDGET: _____
DATE RECEIVED: _____	RECEIVED BY: _____	DATE ROUTED TO PM: _____
DATE ROUTED TO RECEPTIONIST: _____	DATE PACKAGE SENT TO CLIENT: _____	

CONDO QUESTIONNAIRE REQUEST FORM

Association Complex Name: _____

Street/Unit Address that this Questionnaire pertains to: _____

Requestor's Name: _____ Phone: _____

Delivery Method: Email: _____

USPS Mailing Address: _____

FEE SCHEDULE:

Questionnaire Completion Base Fee (5 business-day turnaround) \$75.00

Please note: Completion time over one hour will be billed at \$75 per additional hour. Payment will be required before completed questionnaire is released.

Questionnaire Completion Base Fee (2 business-day turnaround) \$125.00

Please Note: The rush option may not be available for developing communities.

Governing docs, if requested, (additional) \$ 10.00

Overnight delivery of package, if requested, (additional) \$ 45.00

Total Fees Submitted \$

Completed form and payment must be returned to REI at 2A Ives St., Danbury CT 06810 to initiate the process.

Payment by check or money order, **made payable to REI Property Management**. Checks made out improperly may delay the processing of your request.

If you have any questions, contact the Receptionist at 203-744-8400 Extension 0 or email receptionist@rei-pm.net



Bank Questionnaire

Purpose

Lending institutions periodically request information regarding the community prior to providing a commitment to a mortgagee. The requests may require that we - review the governing documents, provide information regarding - insurance coverage, units built/sold/to be built, phases, rights of first refusal, financial status, reserve account status, capital projects, delinquencies, etc. No two lending institutions use or request the same information. Bank questionnaires may come as a hard copy requiring hand written information or in an electronic format/pdf.

The request is reviewed by multiple individuals to assure completeness and accuracy. The accuracy on this document is critical - errors made could lead to various problems for the association and/or mortgagee. Five business days is the approximate anticipated time of turn around.

Requests

All requests are to be directed to REI's receptionist.

Phone: 203.744.8400 ext. 0

Email: receptionist@rei-pm.net

The attached form and payment must be returned to REI in order to initiate the questionnaire process. REI mode of delivery is email or standard USPS. The requester may provide REI with a prepaid delivery envelope (UPS/FedEx) of their choice or pay additional for overnight delivery if they choose.

Fees

Questionnaire Fee (**5 business day turnaround**) _____ \$ 75.00
(Questionnaires requiring over one hour to complete will be billed at \$75.00 per additional hour).
Questionnaire Fee (**2 business day turnaround**) _____ \$125.00
Overnight delivery of package fee (additional) _____ \$ 45.00