

Woodstream Falls Condominium Association

Status Letter Requests and Condo Questionnaires

A. **Procedure for Requesting a Status Letter**

Please transmit your request in an email addressed to: woodstreambilling@comcast.net.

Addressee: Woodstream Falls Condominium Association
9700 E. Iliff Ave. – Clubhouse Office
Denver, CO 80231

Phone: 303-755-4226

Fax: 303-755-9193

B. **Information we need to process your request:**

- Address, with Unit Number, of the Unit being sold
- Your deadline for receiving our Response to your Status Letter Request
- Seller's Name
- Buyer's Name
- Closing Date
- Title/Mortgage Company Name
- Address
- Contact Name
- Contact Telephone and Fax Number

C. **Time we need to process your request:** 5-10 business days. Rush service is available for an additional fee; see below.

D. **Fee Schedule.**

Condominium Questionnaire, regardless of size or complexity:

- Charge **\$175**

Status Letter Request:

- Status Letter Fee: **\$150**
- Transfer Fee: **\$325** (for requests received 14 days or more in advance of your deadline); plus
- Working Capital Fee: **\$100**

For Rush Requests (for requests fewer than 14 days before your deadline):

- Rush processing fee: **\$150** (this fee must be received via Federal Express or other expedited delivery service before we will proceed with a rush request)

NO EXCEPTIONS WILL BE GRANTED TO THIS FEE AND NOTICE SCHEDULE