

**LILLY ENTERPRISES, INC.**  
**LILLY PROPERTY MANAGEMENT CO.**

*Celebrating Over 35 Years  
Of Providing Professional Service*  
BROKER LIC. 00754144

**Homeowner Association Documents  
& Certifications Requests**

To Whom It May Concern:

We have received your request for Homeowner Association Documents &/or Certifications. Please complete the information below, mark the documents you are requesting, and submit this form along with your check to our offices.

Our normal turnaround time is 4-7 business days from the date we receive your check and completed form. If you prefer a 1 day turnaround, please mark the appropriate box below and hand-deliver or email your check and completed form to us.

Subject Address: \_\_\_\_\_, Unit # \_\_\_\_\_  
Name of Escrow Co./Lender: \_\_\_\_\_  
Escrow/Loan #: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_

**Packages**

- \$175.00 - Demand statement and all governing documents (CC&R's, Bylaws, Articles, Rules & Regulations, Financials, Operating Budget, Insurance Certificate, Meeting Minutes).
- \$200.00 - Lender's Certification/Questionnaire, Financials, Operating Budget, Insurance Certificate, Meeting Minutes).

**Individual Documents**

- |   |   |
|---|---|
| <input type="checkbox"/> \$ 75.00 - Lenders Certification/Questionnaire | <input type="checkbox"/> \$ 35.00 - Demand Statement          |
| <input type="checkbox"/> \$ 35.00 - CC&R's                              | <input type="checkbox"/> \$ 15.00 - Articles of Incorporation |
| <input type="checkbox"/> \$ 35.00 - Bylaws                              | <input type="checkbox"/> \$ 15.00 - Insurance Certificate     |
| <input type="checkbox"/> \$ 35.00 - Rules and Regulations               | <input type="checkbox"/> \$ 15.00 - Meeting Minutes           |
| <input type="checkbox"/> \$ 35.00 - Financials & Operating Budget       |   |
| <input type="checkbox"/> \$ 35.00 - Reserve Study                       |   |

**Rush Delivery Option**

- \$ 75.00 - Same Day Delivery (request and fee must be received before 3:00 PM)

Please make all payments payable to and then deliver or email to:

**"Lilly Property Management Co."**

Attn: Elizabeth Alfaro  
152 West Walnut Street, Suite 290  
Gardena, CA 90248  
(310) 324-7400 ext. 208  
[EAlfaro.lpm@gmail.com](mailto:EAlfaro.lpm@gmail.com)



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