



LIEBERMAN MANAGEMENT SERVICES, INC.
25 Northwest Point Blvd. #330
Elk Grove Village, IL 60007
Phone: 847-459-0000 Fax: 847-777-7099

Order Form Page 1 of 2

Email completed forms to: service@LMSnet.com , ATTN: Closing Department

This request must be completed and returned with payment to LMS PRIOR to any information being processed. All requests must be made using this format. Verbal requests will NOT be processed. If the Seller is set up on Automatic Withdrawal (eDEBIT), this will be cancelled when the Paid Assessment Letter is issued, unless advised otherwise in writing by the Seller.

Today's Date: __/__/__ Closing DATE (Assessment must be paid for month closing in): __/__/__

Requestor / Contact Person /Company Name: _____

Phone # _____ Fax # _____

Name of Property/Association: _____

Homeowner/Seller Name(s): _____

Property Address: _____

City _____ State _____ Zip _____

DEEDED AMENITIES BEING SOLD: ☐ Parking # _____ ☐ Storage # _____ ☐ Cabana # _____

Homeowner/Seller Phone number(s): _____

Seller's New Forwarding Address : _____

Buyer Name(s): _____ **Will Buyer occupy Unit?** _____

Buyer(s) Current Address: _____

City _____ State _____ Zip _____

Buyer(s) Phone Number: _____

INDICATE FORMAT YOU WOULD LIKE TO RECEIVE THE INFORMATION:

[] **FAX:** Fax Number and Name (Decs/Bylaws and rules can not be faxed) _____

[] **FEDEX** shipping account # to be charged, (give address) _____

[] **E-MAIL/OTHER:** (Indicate email address) _____

PAYMENT MUST BE RECEIVED PRIOR TO PROCESSING REQUEST:

METHOD OF PAYMENT: Credit Card payments are encouraged, Visa/MC/Discover/Amer.Exp only. Checks are made payable to Lieberman Management Services. We will NOT begin processing until we receive payment. **We must have name and signature of the cardholder or request will not be processed.**

[] VISA, [] MasterCard, [] Discover Card, [] American Express

Card # _____

3-Digit Code (back of card) _____ Exp Date _____

Cardholder Name(must have, please print) _____

Signature of Cardholder (required) _____

If paying by check, it must be enclosed with form: Check # _____

Rev. 01/2012 M:\Closing\Closing Order Form



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Order Form Page 2 of 2

PROPERTY ADDRESS: _____

Email completed form to: service@LMSnet.com, ATTN: Closing Department

Normal processing occurs within 5 business days once the COMPLETED PACKET* is received. PRIORITY rates provide documents within 3 business days. NEXT BUSINESS DAY will be billed at EXPRESS rate. Requests received after 2:00 p.m. will begin processing the next business day. If the association has the RIGHT OF FIRST REFUSAL (not applicable on FHA loan), the processing of the documents is dependent upon the Board of Directors, priority and express not available.

PLEASE CHECK THE ITEMS, CIRCLE THE DESIRED FEE-STRUCTURE AND FILL IN THE TOTAL FEE AMOUNT AT BOTTOM.

****ALSO NOTE THE FHA LOAN INFORMATION NEEDED ON PAID ASSESSMENT AND QUESTIONNAIRE:**

TYPE OF DOCUMENT	Normal (5 Day)	Priority (3 Day)	Express (Next Day)
Amortization Letter (if applicable)	\$25.00	\$35.00	\$50.00
Articles of Incorporation	\$35.00	n/a	n/a
Audits / Tax Returns (per each year requested)	\$20.00	n/a	n/a
Budgets (per each year requested)	\$15.00	\$20.00	\$25.00
Declaration & Bylaws	\$25.00	\$35.00	\$50.00
Disclosure Letter/22.1 (Disclosure Statement)	\$100.00	\$125.00	\$150.00
Financials (per each month requested)	\$20.00	\$30.00	\$40.00
HO Maintenance Charts (if available)	\$10.00	\$15.00	\$20.00
Insurance Certificates- Contact LMS for Carrier Contact information. *No Charge if LMS can generate Certificate. Other carriers may charge a separate fee.	No Charge*	No Charge*	No Charge*
Insurance Policy (Complete Policy, Current period only)	\$15.00	\$20.00	\$25.00
Maps/Site Plans (if available)	\$15.00	\$20.00	\$25.00
Minutes (per each month requested)	\$15.00	\$20.00	\$25.00
Newsletters- each (if available)	\$10.00	\$15.00	\$20.00
Occupancy Letter	\$10.00	\$15.00	\$20.00
Paid Assessment Letter- Foreclosure/Collections on Unit Includes Right of First refusal if applicable **Does buyer have FHA Loan? <input type="checkbox"/> YES <input type="checkbox"/> NO	\$300.00	\$325.00	\$375.00
Paid Assessment Letter-Standard (for sale of property) Includes Right of First refusal if applicable **Does buyer have FHA Loan? <input type="checkbox"/> YES <input type="checkbox"/> NO	\$150.00	\$175.00	\$225.00
Paid Assessment Letter - Refinance or Home Equity Loan	\$100.00	\$125.00	\$175.00
Questionnaire (Please send Lender Form with this request) **Is this an FHA Loan? <input type="checkbox"/> YES <input type="checkbox"/> NO	\$125.00	\$150.00	\$175.00
Reserve Studies	\$25.00	\$35.00	\$50.00
Rules and Regulations	\$10.00	\$15.00	\$20.00

[] OTHER (Be specific) _____

TOTAL FEES: _____

*Completed packet includes any checklist for the property, lender questionnaire forms, and applicable fees due.



FREQUENTLY ASKED QUESTIONS FOR SALES AND RE-FINANCING OF HOMES

QUESTION: Who should be the “Point of Contact” between the seller and LMS?

ANSWER: *All documents and requests should be coordinated with the seller’s attorney.* This will eliminate duplicate requests being submitted and ensure that all requirements are met. Realtors, sellers, buyers, mortgage companies, etc. calling in for the same requests only delays the process. Your cooperation is appreciated.

QUESTION: What is the first step in the process?

ANSWER: Attorneys, realtors and others can also request the form from the Resident Service Department. Simply call 847-459-0000 or 312-202-9300 and ask for this form. It will be sent to the caller (via regular mail, fax or email). Upon receipt, please review the form and complete the form out in its entirety. Unit owners registered on the LMS eSTAR website can retrieve the order form on the website, under My Reference Library.

QUESTION: What could delay the processing of the request?

ANSWER: Missing or unclear information will delay the processing of your request. The information must be completed and returned with payment **prior** to any information being processed. Your documents will not begin processing, regardless of the date received, unless all requirements are met. We will not follow up on incomplete packets, and we ask that the seller’s attorney be the point of contact for all related concerns. Please audit and ensure that all of the information has been completed. All requests must be made using this format. Information will not be processed through verbal requests.

QUESTION: How can payments be made?

ANSWER: LMS accepts checks and credit card payments, Visa, MasterCard, Discover, and American Express. If you are sending back the 2 Page Order Form via Fax, these are only accepted if being paid by Credit Card. All other requests are to be mailed in to the LMS office at 25 Northwest Point Blvd, Elk Grove Village, IL 60007, once the entire packet has been accumulated. Please also note that fees associated with the request for documents must be paid separately from any Association related moving fees or deposits. Please refer to the Association’s moving policy for those details.



QUESTION: What information is needed to process the request?

ANSWER: Resident Services can provide you with the following:

1. Seller and Buyer informational page- “2 Page Order Form”
2. Document Order and Payment form- “2 Page Order Form”
3. Closing Checklist for your specific Association
4. If applicable, the Right of First Refusal Packet (ROFR)

QUESTION: How quickly will the request be processed?

ANSWER: All requests are processed within specific timelines, depending on the level of service requested and pursuant to the Illinois Condominium Property Act (where applicable). Although state law allows thirty (30) days for the processing of this information, processing occurs as listed below, once the complete packet is received:

- “**Normal**” processing occurs within five (5) business days
- “**Priority**” processing occurs within three (3) business days, and are billed at a premium rate. (Excludes Associations with ROFR)
- “**Express**” processing occurs within one (1) business day (6:00 p.m. close of business) will be billed at a premium rate. For any requests received after 2:00p.m., the processing time will begin with the next business day. (Excludes Associations with ROFR)

QUESTION: What if my Association has the “Right of First Refusal”?

ANSWER: If the association has the “Right of First Refusal,” and there is not FHA funding being provide to the Buyer, the processing of the documents is dependent upon the Board of Directors. “Priority” and “Express” options are not available. If the Buyer is using an FHA backed loan, other criteria such as pre move meetings or orientations still apply as per the individual property’s governing documents.

QUESTION: Why does LMS charge fees for the Paid Assessment Letter?

ANSWER: The charges are for the liability the letters carry as well as the preparation of the information. In accordance with the Illinois Condo Law Act, the assigned fees are noted to be fair and reasonable.

QUESTION: What if the Paid Assessment Letter needs to be revised?

ANSWER: Any changes to the Paid Assessment Letter may result in new fees being charged. Please refer to the 2 Page Order Form. Any request for a new Paid Assessment letter for status for a subsequent month will require a new fee.