

Clear Lake City Community Association
16511 Diana Lane
Houston, Texas 77062
281-488-0360 / 281-480-3226 Fax

Closing - Quote Request

Top portion to be completed by the Title Company

Date _____

Closing Date: _____ RUSH: YES / NO

Check the appropriate box: ☐ Transfer (sale) & Processing ☐ Refinance & Processing ☐ Resale Certificate

Title Company: _____

Phone Number: _____ Fax number: _____

Closer's Name: _____ Closer's Email: _____

Property Address: _____

Number of Deeds Being Transferred/Refinanced: _____ Subdivision: _____ Section: _____

Seller/Current Owner: _____ Buyer: _____

Buyer's Phone #: _____ Buyer email : _____

Buyer's Address to mail future assessment invoices: _____

Resale Certificates:

To process the request, payment must be received prior to releasing the packet of information. Payment must be in the form of a cashiers check, money order, company check, MC/VISA/Discover (processing fees apply). We cannot accept personal checks.

All items below this line must be filled out by CLCCA staff member

----- Assessment (Maintenance Fee) \$ _____ Due July 1st of each year. Payments received on or after August 1st will incur late fees. (Bylaw 9.6)

Annual Assessment Current ☐ YES ☐ NO

Past due Assessments \$ _____

Late Fees \$ _____

Other Past Due Fees \$ _____

Transfer Fee & Processing Fee \$ _____ \$400

Refinance Fee & Processing Fee \$ _____ \$400

Resale Certificate-must be paid in advance before we process \$ _____ \$325

Resale Certificate Update Fee \$ _____ \$75

Rush Fee \$ _____ \$50

***Total Amount Due at Closing to CLCCA** \$ _____

Open Deed Restriction Violations at this address: _____

Quote good thru _____ Quote prepared by _____, CLCCA Staff member

Date prepared _____ returned to requestor by _____ Fax _____ Mail _____ E-mailed

BUR#: CL-

☐ If the box is checked this account has been turned over to our legal department. Please contact Daughtry & Farine for more information 281-480-6888.

****THE CLCCA ANNUAL ASSESSMENT INVOICE WILL BE MAILED
OUT TO THE PROPERTY ADDRESS PURCHASED.**

**PLEASE PROVIDE CORRECT MAILING ADDRESS IF DIFFERENT FROM THE PROPERTY
ADDRESS PURCHASED ALONG WITH A CONTACT NUMBER AND EMAIL.****

**The properties below have TWO SEPARATE ASSOCIATIONS!
DO NOT send Clear Lake City Community Association's fee to the associations below.**

Bay Wind Condos	King's Park TH	Seafarer TH	University Green TH
Camino Park TH	King's Village TH	Taylor Crest TH	University Place TH
Cloisters Condos	Ramada TH	Tiffany Bay TH	University Trace Condos
Fairway TH	Reseda TH	University Green Patio Homes	