



NOTICE FOR REAL ESTATE SALES

Riviera Homeowner,

With the ongoing increase in requests from realtors and loan processing agencies for dues verification and mortgage questionnaire documents this past year, we wanted to clarify our KMB operating procedure on these additional services. These uniform standards streamline the process and mitigate delays to time-sensitive property closings. In our pursuit of transparency and support of our client Associations, this notice is being issued to all homeowners.

The following information is needed prior to all requests for dues verification and mortgage questionnaires. Requests can be directed to CR-hoa@kmbmanagement.com:

1. Unit Address and Owner's Name
2. Form needed for: ☐ refinancing ☐ sale
3. Closing date (for sales:)
4. Form needed by date:
5. For sales, buyer's contact information OR, if not available, buyer's realtor or financial institution contact.
 - a. Buyer's name:
 - b. Buyer's Phone:
 - c. Buyer's Email Address:

Per our management contract, it is ultimately the Association's responsibility to inform KMB of any sales, transfer, or rental of any individual unit to ensure current contact information and dues assessment for all homeowners.

Charges for this documentation service are as listed below. Invoices are billed directly to the requesting party and can be included in the closing costs. Billing rate shall be determined by the number of business days from issuance of the request, as ample notice is requested by KMB so as not to delay any closings. Please note that these are not fees that are being assessed to the Association.

Dues Verification:

- If requested more than five business days in advance: **\$20**
- 2-5 business days: **\$40**
- Same day* (submitted before Noon local time): **\$50**

Questionnaire:

- If requested more than five business days in advance: **\$50**
- 2-5 business days: **\$75**
- Same day (submitted before Noon local time): **\$100**

*Same day service cannot be guaranteed; billing rate will be adjusted to reflect actual timeframe.

Please share the above information with your realtor or closing company when selling or refinancing your home. We will communicate with them directly to obtain any necessary information for closing, but want to make sure this information is known in advanced to prevent any delays.

Thanks,

KMB HOA Management