



DOCUMENT ORDER FORM

332 N. School Street
 Honolulu, Hawaii 96817
 Tel: (808)531-6847 Fax: (808)528-2804
 Email: info@cadmusproperties.com
www.cadmusproperties.com

Company Name: _____
 Contact Name: _____
 Address: _____
 City / State / Zip: _____
 Phone / Fax: _____

- Electronic Delivery of Documents – Email Address: _____
 Physical Pickup of Documents

Check Box	Description	Price
<input type="checkbox"/>	By-Laws and Amendments	25.00
<input type="checkbox"/>	Declaration and Amendments	25.00
<input type="checkbox"/>	Articles of Incorporation (If Applicable)	25.00
<input type="checkbox"/>	House Rules	25.00
<input type="checkbox"/>	Board of Directors Meeting Minutes (Last 3)	25.00
<input type="checkbox"/>	Annual Meeting Minutes	25.00
<input type="checkbox"/>	Financial Statement	25.00
<input type="checkbox"/>	Current Operating Budget	25.00
<input type="checkbox"/>	Reserve Funding Schedule	25.00
<input type="checkbox"/>	Insurance Summary	25.00
<input type="checkbox"/>	Property Info Form RR-105C	150.00
<input type="checkbox"/>	ALL OF THE ABOVE	400.00
<input type="checkbox"/>	Lenders Disclosure	100.00
<input type="checkbox"/>	HOA Certification (Custom Form Provided by You)	250.00
<input type="checkbox"/>	**Updated RR-105C (Must Provide Previous RR-105C)	100.00
<input type="checkbox"/>	Rush Order – Less Than 5 business	100.00

Total Amount: _____

**An updated RR-105C form can be obtained if the original RR-105C is not older than 6 months.
 Please provide a copy of the original RR-105C with this order

Property Information

Property Name: _____ Unit / Lot #: _____
 Property Address: _____
 City / State / Zip: _____

We accept payments in the form of checks or money orders payable to Cadmus Properties. Payments must be received upon release of documents. **Our office does not accept Credit Cards.** Please allow 6-8 business days for processing unless you have selected a rush order. Please note that information provided is as of the date you place your order. You will be charged for additional updates/revisions if you fail to pick up your order in a timely manner. You will also be charged for orders that are placed and not picked up. If you need to cancel your order, please do so within 24 hours of placing your order.