

ALCOVY RIDGE HOMEOWNERS ASSOCIATION, INC.
PO BOX 2006
DACULA, GA 31009

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CLOSING LETTER REQUEST

The cost of processing a closing letter is \$75.00. Requests for closing letters must be submitted at least 3 business days in advance of the closing date and not more than 30 days prior to closing. Closing letters are valid for 30 days from date of closing. Requests less than 24 hours prior to closing *will be processed with a rush fee of \$50*. If you have special circumstances that require you to have a closing letter more than 30 days prior to closing, please indicate reason on the request form.

Company Name: _____

Company Fax Number: _____

Company Email Address: _____

Attention: _____

Address of Property: _____

Name of Association: _____

Seller's Name: _____

Date of Closing: _____

Seller Fax Number: _____

Seller Phone Number: _____

Buyer's Name: _____

Buyer's Phone Number: _____

Special Request: _____
