



# AROUND THE CLOCK, INC. CRMC<sup>®</sup>

a certified residential management company

716 West Meeker St., Suite 101, Kent, WA 98032 Office: 253-852-3000 Fax: 253-852-1417  
 Website: [www.aroundtheclockinc.com](http://www.aroundtheclockinc.com) E-mail: [info@aroundtheclockinc.com](mailto:info@aroundtheclockinc.com)

## REQUEST FOR HOA SALES ADDENDUM #9 DOCUMENTS

I request that Around the Clock, Inc. CRMC, managing agent for the Homeowners Association named below, provide the financial statements and meeting minutes required by law to sell my unit. I acknowledge that the Association, or its agent, is **permitted four (4) business days from receipt of written request AND the full payment.**

I understand that the full payment is due before statements will be provided, a copy of the signed addendum must be provided with the request, and checks need to be made payable to Around the Clock, Inc., CRMC. I also understand that the financial statements will only be released pursuant to the instructions detailed below.

**Description of Unit** (PLEASE TYPE OR PRINT)

Condominium Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Unit #: \_\_\_\_\_

**This request is made by (unit owner only):**

\_\_\_\_\_  
 Unit Owner's Printed Name

(W) \_\_\_\_\_ (H) \_\_\_\_\_  
 Telephone Numbers

\_\_\_\_\_  
 Unit Owner's Signature

Date: \_\_\_\_\_

**Payment Options:**

- Enclosed is a check for \$85.00 made payable to Around the Clock, Inc. CRMC<sup>®</sup> for preparing the Financial Statements & Documents. **I further understand that the Financial Statements & Documents will be completed within four (4) business days of receipt of the full payment and this written request form at Around the Clock, Inc. CRMC<sup>®</sup>.**
- Because time is of the essence in this matter, I require an expedited preparation of the Financial Statements & Documents at a fee of \$150.00. **The Financial Statements & Documents will be completed within 16 business hours of receipts of the full payment and this written request form at Around the Clock, Inc. CRMC<sup>®</sup>.**

**Delivery Instructions (check one):**

I will pick up the Financial Statements & Documents. Please contact me once it is available.

Please fax the Financial Statements & Documents to the following fax number:

**Attention:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

Please mail the Financial Statements & Documents to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This request is made of:**

Around the Clock, Inc. CRMC®  
716 West Meeker St., Suite 101  
Kent, WA 98032

253-852-3000 Phone  
253-852-1417 Fax  
www.aroundtheclockinc.com

**For Office Use Only:** Date Signed Request Received: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Acct #: \_\_\_\_\_ Prepared by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

**SIGNATURE OF PERSON ACCEPTING COMPLETED DOCUMENTS:**

Received by (signature upon receipt): \_\_\_\_\_ Date: \_\_\_\_\_

**SIGNATURE OF AROUND THE CLOCK, INC. CRMC® EMPLOYEE RELEASING COMPLETED DOCUMENTS:**

Released / Mailed / Faxed (circle one) by: \_\_\_\_\_ Date: \_\_\_\_\_