Real Estate General Info Concerning Documents, Fees, and Processing

Oak Village North Property Owners Association is a self-managed, volunteer organization.

- We provide resale certificates, statement of accounts, and subordination agreements.
- We are UNABLE to provide 60- or 90-day letters. We are UNABLE to process verbal requests.
- All requests must be sent to **members@oakvillagenorth.org**
- WE DO NOT MAINTAIN A PHYSICAL OFFICE FOR COURIER DELIVERIES (UPS, FedEx, etc.) **All checks must be sent via US mail** to Oak Village North Property Owners Association, 30415 Olympus, Bulverde, TX 78163 **or dropped in the OVN secure drop box at the entrance to our community park on Olympus**.
- Please make all checks out to **Oak Village North Property Owners Association**. We do not accept credit cards.
- All documents are delivered electronically, within 5-7 business days of receiving payment.

Statement of account fee: $100.00

- Must be paid in advance.
- Please email **members@oakvillagenorth.org** with payment delivery method.

Resale Certificate fee: $275.00

- Must be paid in advance.
- Please email **members@oakvillagenorth.org** with payment delivery method.

Transfer Fee: $200.00

- May be paid in advance or at closing.
- Please email **members@oakvillagenorth.org** with payment delivery method.

Subordination Agreement Fee: $150.00

- Must be paid in advance.
- The blank agreement will be sent along with the Resale Certificate, if required by lender. Be sure to allow ample time for turnaround of this document.
- Please email **members@oakvillagenorth.org** with payment delivery method.

External Document Fee: $100.00

- Must be paid in advance.
- This fee is for providing internal documents for title companies, mortgage companies, etc.

Contact us at **members@oakvillagenorth.org** if you need additional help or have questions, please. Thank you.