



100 W Harrison St.  
Suite 530, North Tower  
Seattle, WA 98119  
P: 206.285.1645  
F: 206.285.1658

## MORTGAGE QUESTIONNAIRE REQUEST FORM

GFK Management will complete the attached **Mortgage Questionnaire** for the following unit:

### Information

UNIT # \_\_\_\_\_ of \_\_\_\_\_ Condominium Association.

Owner(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Requested by: \_\_\_\_\_ Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Escrow Number \_\_\_\_\_

Fax/Email Completed Document to: \_\_\_\_\_

### Instructions

1. There is a fee due to **GFK Management, Inc.** for their disclosure work, whether or not the transaction closes.
2. All fees due to GFK Management **MUST** be on a separate check made payable to **GFK Management, Inc.**
3. Charges for fees are billed to the person that requests the document (i.e. bank, escrow, mortgage company).
4. If this transaction is a purchase or a sale, an additional transfer fee of \$150.00 will be billed and payable only to GFK Management, Inc.
5. All invoices are due prior to completion of document.

### Options

- Mortgage Questionnaire – Standard      **\$125.00**      5 Business Days
- Mortgage Questionnaire – Expedited      **\$170.00**      2 Business Days
- Mortgage Questionnaire – Emergency      **\$245.00**      8 Business Hours

- A Check is enclosed with this request
- Please send an invoice for payment with a credit card to this email address (**\$20.00 service fee will apply**):

Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Company \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_