

ESTATES OF MILLBROOK HOMEOWNERS ASSOCIATION

POLICY STATEMENT

EFFECTIVE DATE: APRIL 5, 2023

REFERENCE: REAL ESTATE CLOSING DOCUMENTATION

This document outlines the policies and procedures to be used by the Estates of Millbrook Homeowners Association, its directors and agents, in providing necessary documentation to homeowners, their Agents and their Attorney's, to meet requirements for the closing of real estate transactions.

1. A written request for closing documentation must be **submitted via email, 10 business days prior to the scheduled closing date. For requests made in less than 10 business days, a check for \$100.00 made out to the Association must be mailed to address below.**
2. Requests must be **EMAILED to:** eomillbrook@gmail.com
3. Checks must be mailed to:

Estates of Millbrook Homeowners Association
PO Box 101
Millbrook, IL 60536

4. Documentation can be found on our website: estatesofmillbrook.com

The Association shall provide the following document to the title company prior to the date of closing

- Paid Assessment Letter
- Letter specifying status of assessment/ fines related to the property.
- Any amounts due to the association from late assessment payments or fines must be paid prior to closing documentation being sent.