**Closing Request Form**

Typically closing requests have a turnaround time of 2-3 business days excluding weekends and holidays. If you have any questions regarding the status or process of a closing request please contact our office at 219-286-6071 or HOA@rmcmanaged.com

Please mail, e-mail or fax this document to our office:

RMC
Attn: HOA Department
175 W Lincolnway, Suite H
Valparaiso, Indiana 46383
Phone: 219-286-6071
Fax: 219-286-6072
Email: hoa@rmcmanaged.com

Please fill out this form in its entirety to request a closing letter.

This information is considered confidential.

Today’s date \_\_\_/\_\_\_/\_\_\_\_ Closing date \_\_\_\_/\_\_\_\_/\_\_\_\_\_

ASSOCIATION NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SELLER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PURCHASER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach the form you need filled out with this document.

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