

# Villa Belmont Condominiums Villabelmont.com

60 Welsh Tract Road #2B, Newark, DE 19713 Voice: 302 368 1633 Fax: 302 368 7265 Email: vbcacommunications@comcast.net

## MORTGAGE INFORMATION QUESTIONNAIRE INFORMATION

Prospective Owner: To initiate the completion of a Mortgage Information Questionnaire, VBCA Management must receive payment (by guaranteed funds i.e., money order, certified check, or cash), of \$40.00 for the Mortgage Information Questionnaire Processing Fee.

Once payment is received, VBCA Management will complete the questionnaire as soon as possible, but only guarantees that it will be completed within three (3) business days, from the date of payment receipt.

Please supply the building #, unit #, and unit owner's (seller) name when submitting the questionnaire.

Insurance information can be obtained directly from our insurance company. Contact information will be supplied with the completed questionnaire.

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Present Owner (Refinancing): Present Owners, in good standing, may defer payment of the \$40.00 Mortgage Information Questionnaire Processing Fee for up to thirty (30) days.

If the Present Owner chooses not to pay the MIQ Processing Fee at the time of their request then they must submit the following written request to VBCA Management.

I, \_\_\_\_\_, present owner of unit # \_\_\_\_\_,  
(please print legibly)  
am requesting that VBCA Management complete a Mortgage Information Questionnaire as requested and  
submitted by \_\_\_\_\_.  
(Name of Mortgage Company making the request)

I understand that VBCA Management will complete the questionnaire as soon as possible, but only guarantees that it will be completed within three (3) business days, from the date this written request is received by the Management Office, I understand that I am obligated to pay a \$40.00 MIQ Processing Fee whether the Mortgage Company approves my loan or not, I understand that the MIQ Processing Fee will be imposed to the unit account and is due for payment within thirty (30) days of today's date, and I understand that an 18% Finance Fee will be imposed to the unit account thirty-one (31) days from today's date if the MIQ Processing Fee is not paid in full and an 18% Finance Fee will be imposed every thirty (30) days thereafter until the MIQ Processing Fee and all Finance Fees are paid in full.

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Owner's Signature

Date

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To be completed by VBCA Management

Date Request received \_\_\_\_\_ Date completed \_\_\_\_\_ Date submitted to Mortgage Company \_\_\_\_\_