

Instructions for requesting account status (“closing letter”) information:

1. **Print** form, or complete online and email to manager@dgfmgmt.com .
2. **Complete** all requested information.
3. **Email** completed form to DGF Management, Inc. at manager@dgfmgmt.com (**preferred**) or by fax to 404-389-0091.
4. **Submit** invoice for processing fee (for closing letter) and transfer fee (for establishment of new account for new Unit owner) for payment to DGF Management at closing. *The privilege of payment of the processing fees at closing will be withdrawn for any requesting party who has an overdue account for previously requested documents.*
 - a. **Processing fee:** \$50 by the requesting party payable to DGF Management.
 - b. **Expedite fee:** \$50 **additional** if request is made within two business days of closing (exceptions are made for extraordinary circumstances).
 - c. **Transfer fee:** \$100 payable to DGF Management, Inc.
 - d. Processing fee includes one update free-of-charge if closing date changes.
 - e. The processing fee is \$25 for current homeowners who refinance their mortgage (this reduced fee is available as often as once every two years).
5. After the closing, note on the check stub the **name** of the owner and the **unit** number and
 - a. **Send** the checks collected at the closing to

Association Name
C/o DGF Management, Inc.
675 Seminole Ave, Suite 109
Atlanta, GA 30307
 - b. **Submit a copy of the settlement statement with the checks.** This is required by the condominium documents to ascertain ownership, set-up utility accounts, etc.

