



Sienna Business Association

Existing Property Owner to New Property Owner

Please e-mail completed form to: finance@clubsienna.com

QUOTE VALID FOR 10 DAYS

**** Property Owner must request & pay for a Certificate of Compliance
Before SBA will quote fees****

Date: _____ GF#: _____ Closing Date: _____

Company Requesting Quote: _____

Person Requesting Quote: _____

Email: _____ Phone #: _____

Property Legal Description: _____

Acreage: _____

Property Address: _____

Owner of Record: _____

Buyer: _____

Buyer's Address: _____

Buyer's Email: _____ Buyer's Phone: _____

ASSESSMENT FEE CALCULATION

Acreage (Rounded up) _____ x Equivalent Units (EU) _____ x Assessment Rate _____ = \$ _____

+ Improved Sp. Footage _____ / 1000 * 0.2 = _____ x Assessment Rate _____ = \$ _____

SPACTF FEE CALCULATION:

of Acres _____ x \$2000 = \$ _____

Paid

Due

Current Year _____

SBA Assessment \$ _____

\$ _____

Private Drive Assessment \$ _____

\$ _____

Estoppels Certificate (if Requested)

\$ _____

Certificate of Compliance

\$ _____

Legal Fees

\$ _____

Interest

\$ _____

Late Fees

\$ _____

Collection Fees

\$ _____

Payment Plan Fees

\$ _____

Self Help (Mowing Charges)

\$ _____

Transfer Fee

\$ 300.00

SPACTF Fee

\$ _____

Reserve CAP Fee

\$ _____

TOTAL

\$ _____

**Please include this form
when mailing Closing
Papers & Checks for the
above fees to:**

**9600 SCANLAN TRACE,
MISSOURI CITY, TX
77459**

**Please make check payable to:
Sienna Business Association,
Inc. (SBAI)**

Verified By: _____

Date: _____