



Sienna Property Owners 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 SPOA 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 _____

SPOA 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 Property Owners
Association, Inc. (SPOA)**

Verified By: _____

Date: _____