



360 Community Management

10769 Woodside Avenue, Suite 210

Santee, CA 92071

Office: (619) 270-7360 Web: www.360hoa.com



HOA Cert/Questionnaires

HOA Certs/Questionnaires require a \$495.00 upfront fee for the Fannie Mae 1076 form or \$95.00 **per page** for lender specific questionnaires. There is a 3 business day turnaround time once payment is received for the 1076 form, and a 5 business day turnaround for lender specific forms. Please note that our days of operation are Monday - Thursday.

One business day rush services are available for the 1076 form for an additional fee of \$175.00. Two business day rush services are available for lender specific questionnaires for an additional fee of \$250.00. Please note that for either option, payment must be made by 12 p.m.(noon).

Payment Options:

eCheck Online Payment or Credit Card Online* Payment

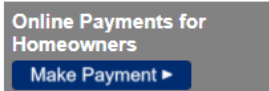
**There is a \$14.95 convenience fee and a \$5,000 maximum per transaction if you pay via a credit card.*

How it works:

Set up a one-time payment using a Credit/Debit Card or E-Check

What to do:

1. Go to **www.hoabankservices.com**
2. Click on the '**Make Payment**' button



3. In the Make a One-Time Payment as a Guest box, click '**Make a One-Time Payment**' button
4. Where it asks for the Association you **must** enter **360 Community Management**. **Do not enter the HOA name.**
5. Click '**Find**', and then click on 360 Community Management- NO HOA DUES (Santee, CA)
6. Enter the homeowner's HOA account number. If unknown, please contact management.
7. Click '**Continue**' and follow the instructions on the screen
8. Once payment is complete, you must contact our escrow department at escrow@360hoa.com to inform management that payment has been made. Failure to do so will result in processing delays for your cert.

Mail or drop off Check to Management Office

How it works:

Mail or bring the check to 360 Community Management office

What to do:

1. Write a check payable to **360 Community Management**
 2. Mail or bring the check to 10769 Woodside Ave, Suite 210, Santee, CA 92071
- Important:** The check must note the address of the subject property (or HOA account #) and note that it is for an HOA cert.

If you have any questions, please contact 360 Community Management at 619-270-7360.