



**\*\*\*Office Use Only\*\*\***

Pick Up Date: **At 4:00 p.m. on** \_\_\_\_\_ M T W R F

Order Taken By: \_\_\_\_\_ Date: \_\_\_\_\_  Pay at closing

Payment Received: Amount \$ \_\_\_\_\_ Re-inspection Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_

VCKOA (Reserve Balance) \_\_\_\_\_ as of: \_\_\_\_\_

Sub-Assoc. (Reserve Balance) \_\_\_\_\_ as of: \_\_\_\_\_

Past Due Assessments: \_\_\_\_\_ Current: Yes No Paid Thru: \_\_\_\_\_

### Current Loan:

TOPS files checked:  No Pre-existing Violations  See attached page for pre-existing violations from TOPS

**VIOLATIONS:**     None     Violation None     More Violations On Back

Inspection Done By: \_\_\_\_\_ Date: \_\_\_\_\_

Re-Inspection: Inspection Done By: \_\_\_\_\_ Date: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ Date: \_\_\_\_\_