



PROPERTY SERVICES GROUP, INC
P.O. BOX 1287, TROY, MI 48099
Office (248) 637-9800
Fax (248) 637-3280
www.propserv.com

To request a Status Letter please complete the order form with the requested services and send a check payment with the appropriate amount to:

Property Services Group, Inc
P.O. Box 1287
Troy, MI 48099

To expedite the process: a check can be dropped off or sent overnight to our physical location:

Property Services Group, Inc.
550 Stephenson Hwy, Suite 450
Troy, MI 48083

Our office hours are 8:30am-5:00pm Monday through Thursday and 8:30am-4:00pm on Friday.

Once we have received the order with payment, we will process the request.

Any questions or form responses can be emailed to jhirt@propserv.com



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PSG FEE POLICY

Association Certifications, Closing/Resale Status Letter & Master Deed & By-laws Fees
Property Services Group, Inc. rates for the following are:

_____ Association Certification Forms (Questionnaire) – Complete and return - \$100.00.

_____ Closing/Resale Status Letters – Generate and forward - \$100.00.

_____ Master Deed & By-Laws – Email, mail, or make available for pick up - \$75.00 (plus cost of copying, paper and postage, if mailed).

Please Note:

Documentation will not be provided until payment to Property Services Group Inc. is received (NO EXCEPTIONS). Telephone payments are not accepted.

Documentation will be ready for forwarding or pick up within two business days of acknowledgement that payment in full has been received. (Can be emailed; please provide preference below.)

Should a party have an urgent request, and require any document sooner than two business days, there will be an additional *Rush Fee* of \$75.00 per item.

Please provide, fill out below and send this form with payment to us:

Association name: _____

Documents needed: _____

Property address: _____

Sellers' name: _____

Buyers' name: _____

Anticipated closing date: _____

Contact Email: _____ Contact telephone: _____

Return forms to: _____

Miscellaneous: _____

All checks must be made payable to Property Services Group, Inc.

Thank you