



H.O.A. Document Ordering Procedure



To receive H.O.A. disclosure documents, you will need to provide us with a written request from the homeowner or real estate agency that includes the homeowner's full name and property address. The request along with a check made payable to "The John Stewart Company" must be submitted as follows:

Attn: JSCo CID – H.O.A. Disclosure Request
The John Stewart Company
1388 Sutter Street, 11th Floor
San Francisco, CA 94109

Fee Schedule

1. Certification	\$45.00
2. Minutes	\$40.00
3. Disclosure Package	\$100.00
4. Full Disclosure Package (includes items 1-3)	\$185.00
5. Rush Fee*	\$50.00

*Turnaround time for all request is 10 business days. If you would like a 4-5 day turnaround, then the "Rush Fee" would apply.

If you have any questions or require additional information, please contact Dorothy Williams at (415)345-4445 or via email at dwilliams@jSCO.net.