



OREGON BUYER'S PACKET REQUEST FORM

Please complete this form to select your choice of delivery method.
Fees for requested documents are non-refundable.

DISCLOSURE DEPARTMENT

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MAIL: PO Box 3258 Portland, OR 97208
OFFICE: 50 SW Pine St Portland, OR 97204

Our documentation packet will provide you with the pertinent Association records typically requested by buyers and their agents. The applicability and availability of documents varies from Association to Association. Kappes Miller can only provide you with the documents in its possession. While every effort is made to obtain all pertinent documents, completeness is not guaranteed. A buyer's packet includes the following documents if applicable/available.

- Declaration and Bylaws
- Articles of Incorporation
- House Rules and/or Board Resolutions
- Current Budget
- Current Financial Statement
- Prior Fiscal Year End Financial Statement
- Reserve Study
- Building condition assessments or other engineering studies
- Master insurance policy declaration or coverage summary
- Board and Association Meeting Minutes (last 12 months)

The default method of delivery of documents is via e-mail. A printed packet can be obtained for an additional charge. Packets will be sent or available for pickup within 5 business days of receipt of payment. Expedited service is available upon request. To receive a buyer's packet, we require that you complete Section A, Section B, and Section C below.

SECTION A

Name of Individual Requesting Information	Email Address (required for email delivery)
Name of Condo or Association for which documentation is being requested	Daytime Phone Number
Street Address of unit/home being considered for purchase	
City, State, Zip of unit/home being considered for purchase	
Mailing Address (only required if you wish to have the documents delivered via US mail)	
Send to	
Street Address	
City, State, Zip	

