



PO BOX 83 PINEHURST, NC 28370  
PHONE (910) 295-3791 FAX (910) 295-0182  
E-MAIL [closings@casnc.com](mailto:closings@casnc.com)

For CAS, Inc. Use Only  
sent: \_\_\_\_\_  
by: \_\_\_\_\_

### Request for Homeowners Dues Information

Please complete form electronically, save & email to [closings@casnc.com](mailto:closings@casnc.com)

Form will be completed with dues information & emailed back to you.

*(Normally not completed more than 2 weeks prior to closing date)*

If you have any questions once you receive a completed request please call (910) 295-3791 option 2 or email [closings@casnc.com](mailto:closings@casnc.com)

Date: \_\_\_\_\_  
Attorney Office: \_\_\_\_\_ Phone# \_\_\_\_\_  
Attorney: \_\_\_\_\_ Fax# \_\_\_\_\_  
Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Closing Date: \_\_\_\_\_  
Association: \_\_\_\_\_  
Property Address (including unit# if applicable): \_\_\_\_\_ Lot# \_\_\_\_\_  
Seller(s): \_\_\_\_\_ Date purchased (if developer/builder): \_\_\_\_\_  
Buyer(s): \_\_\_\_\_ CO issue date (if new construction): \_\_\_\_\_  
(Please print EXACTLY as to appear on the deed) (Please provide copy of CO)  
Buyer(s) mailing address (If other than the property address): \_\_\_\_\_  
Buyer(s) phone #: \_\_\_\_\_ Buyer(s) email address: \_\_\_\_\_

**To be completed by CAS, Inc.**

Dues \_\_\_\_\_ monthly / quarterly / semi-annual / annual

Due from Seller(s): Past Due/Builder Dues \_\_\_\_\_  
Special Assessment \_\_\_\_\_

Due from Buyer(s): Dues \_\_\_\_\_  
Working Capital \_\_\_\_\_  
Storm Water Fee \_\_\_\_\_  
HOA Transfer / Move-In Fee \_\_\_\_\_

**TOTAL TO BE COLLECTED AT CLOSING**

\_\_\_\_\_ **PAYABLE TO:** \_\_\_\_\_

**Assessment Certification Fee \*** \_\_\_\_\_ **PAYABLE TO: CAS, Inc.**

\*RUSH fee may apply (returned within 1 business day)

**Please mail all checks/documents to: P.O. Box 83  
Pinehurst, NC 28370**

**Seller should transfer all keys, remotes, cards, tags, passes, fobs, etc. for pool, community access, gates, tennis courts, etc. or buyer will be charged for replacements.**