



PO BOX 8636
Horseshoe Bay, TX 78657
Ph: 830.598.9850 Fax: 830.598.2665
Email: maintenancefund@gmail.com

Maintenance Certificate Request

Date Requested: ___/___/___

GF# _____

Regular Fee \$50.00 _____
(within 5 business days after payment has been received)

Rush Fee \$100.00 _____
(same day if request is in by 3pm, next
business day if after 3pm after payment
has been paid)

Billing Information:

Name of Person Requesting Certificate: _____

Email to send certificate: _____

Phone Number: _____

Company Requesting Certificate: _____

Company Billing Address: _____

Property Information:

Lot# _____

Physical Address: _____

Sellers Full Name: _____

Buyers Information:

Full Name: _____

Mailing Address: _____

Email: _____

Phone #: _____

Closing Date: ___/___/___

**PLEASE NOTE ALL MAINTENANCE CERTIFICATES MUST BE PAID UPFRONT PRIOR TO RECEIVING
THE MAINTENANCE CERTIFICATE.**