

ROYAL OAKS CONDOMINIUM ASSOCIATION OF NORTH MIAMI BEACH  
CONDO QUESTIONNAIRE REQUEST FORM

Information required for ordering A Condo Questionnaire:

Property Address:

\_\_\_\_\_

Unit Number: \_\_\_\_\_

Sellers Name: \_\_\_\_\_

Buyers Name: \_\_\_\_\_

Person Making Request: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Requestor's Signature \_\_\_\_\_

*(Please reference the property address on the check.)*

The cost for an questionnaire is: \$250.00. This amount includes the Association's Budget, and the Condo Declarations/Bylaws (if needed). Insurance requests will be provided by the association's insurance agent upon request of the lender. Please email questionnaire to be completed to support@xpmsinc.com

Credit/Debit cards are not accepted at this time. Payments can be mailed to the management office.

**\*All request forms and checks MUST reference the property address to be processed in the approximate turnaround time referenced below.**

Please make your check or money order payable to: Xclusive Property Management Services  
Mail to: 1031 Ives Dairy Rd., Suite 228  
Miami, FL 33179

The turnaround time once we receive the check and request form is approximately 7-10 business days.  
Requests for a 3-5 business day turnaround must include additional expedited fee of \$50.00  
Requests for a 1-3 business day turnaround must include additional expedited fee of \$100.00

Once completed, form will be emailed to the contact person referenced above making request. Please feel free to contact the management company with any questions.

Phone: 305-521-7156

Fax: 305-704-9438

Email: [royaloakscondominium@gmail.com](mailto:royaloakscondominium@gmail.com)