



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 _____

Rush Fee \$100.00 _____
(Within 2 business days or less)

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: ___/___/___

NEW CERTIFICATE PAYMENT POLICY: Please note that we will require a 48 hour notice via email from the closing date noted on this request of any closings that have cancelled or the closing date has changed. If we do not receive the notice then the certificate fee will be due and payable to Horseshoe Bay Maintenance Fund. Accounts that become 60 days past due will not be able to request a Maintenance Certificate until past due balances are paid in full.