



## 2025 MANAGEMENT CERTIFICATE ORDER FORM

On behalf of the Association named and described below, I am hereby representing that I am authorized to request the research, creation, and filing of the Management Certificate pursuant to Section 82.116 or 209.004 of the Texas Property Code, that I am acting on behalf of the Association in the capacity indicated herein, and that the Association is engaging Cagle Pugh Ltd. LLP for the purpose of providing the documents indicated, and that the Association agrees to pay for such services as indicated. I understand that if I do not select the services indicated, that our Association may not be able to collect any attorney's fees or interest associated with unpaid assessments during the period an accurate and up to date management certificate is not recorded in the local Official Public Records or with the Texas Real Estate Commission as required by the statutes referenced above. I authorize Cagle Pugh to order a complete set of the governing documents from a title company (generally at a cost not to exceed \$350) and agree to reimburse Cagle Pugh for the cost thereof, as well as to pay Cagle Pugh a flat fee of \$350 for the review of the title report and preparation of the Management Certificate work product.

Association Legal Name: \_\_\_\_\_

Association Mailing Address: \_\_\_\_\_

County(ies) in which all or part of the community is located: \_\_\_\_\_

Association Main Point of Contact (Manager/BOD Pres): \_\_\_\_\_

Name of Management Firm: \_\_\_\_\_

Management Phone Number: \_\_\_\_\_

Management Permanent Email: \_\_\_\_\_

Please select type of Association: ☐ Condominium ☐ Subdivision

Does the Association have an existing Engagement Agreement with Cagle Pugh? ☐ Yes ☐ No

Website at which the Dedicatory Instruments are published: \_\_\_\_\_

### Please list all fees related to the transfer of property below:

☐ Property Transfer Fee Amount: \_\_\_\_\_

☐ Reserve Contribution Amount: \_\_\_\_\_

Other Fees Due Upon Transfer of a Lot/Unit:

☐ Description: \_\_\_\_\_ Amount: \_\_\_\_\_

☐ Description: \_\_\_\_\_ Amount: \_\_\_\_\_

☐ Description: \_\_\_\_\_ Amount: \_\_\_\_\_

Printed Name and Title of Person Signing Agreement: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_