

# **Realtor Requests for Documents**

Please follow these rules

- Make requests for documents at least 2 weeks prior to closings. Requests made the day before or day of closings will NOT be processed
- To make contact with the Arlington HOA board please go to [www.arlingtonridgenl.com](http://www.arlingtonridgenl.com) and click on the contact tab or email your request to [arlingtonhomeowners@gmail.com](mailto:arlingtonhomeowners@gmail.com)
- Include the lot number, address, closing date, any special instructions and name of new buyers with email addresses that will be added to the HOA list serve
- An acknowledgement letter will be emailed to you showing dues paid in full or the prorated amount due at closing.
- You can send checks to Arlington HOA, 595 Penn Ridge Place, North Liberty, IA 52317

Please remember that our HOA board is a voluntary board and your following of the above rules will assure we have enough time to get you needed documents.

Thank You,

Brent Smith  
President  
Arlington HOA