



Continental  
Property  
Management, Inc.

975 Easton Road Suite 102 Warrington, PA 18976 (215)343-1550

## **QUESTIONNAIRE ORDERING PROCEDURE**

Please request your mortgage questionnaires well in advance of the date they are required. Questionnaires are completed in house. We do not use a third-party service. Minimum turnaround time is 5 business days upon receipt of payment. An additional emergency processing fee can be paid for turnaround time within 5 business days upon receipt of payment.

PLEASE NOTE: Our office does not have a standard questionnaire form, as most lenders require their own form to be completed. Please provide blank form for completion.

**\*ALL FEES MUST BE PAID IN ADVANCE, PRIOR TO COMPLETION OF QUESTIONNAIRE\***

**\*\*WE ACCEPT CHECK OR MONEY ORDER ONLY\*\***

**WE ARE UNABLE TO PROCESS CREDIT CARD/PHONE PAYMENTS FOR THESE SERVICES  
(NO EXCEPTIONS)**

Please make payment payable to **CONTINENTAL PROPERTY MANAGEMENT**  
and send with QUESTIONNAIRE REQUEST FORM to our office address:

Continental Property Management  
ATTN: RESALE DEPARTMENT  
975 Easton Road, Suite 102  
Warrington, PA 18976

Questionnaires can be emailed to our Resale Coordinator, Kim Heiser  
([k.heiser@cpm975.com](mailto:k.heiser@cpm975.com)) or mailed along with payment to our above office address.

**UPON RECEIPT OF PAYMENT, WE WILL PROCESS THE REQUEST AND  
RETURN BY EMAIL.**

**\*\*NO INFORMATION WILL BE RELEASED PRIOR\*\***

**If you have any questions, please reach out to our Resale Coordinator, Kim Heiser,  
either by calling the office (215-343-1550) or by email ([k.heiser@cpm975.com](mailto:k.heiser@cpm975.com)).**