



Stamper and Company

Property Management - Real Estate - Management Consultants

PAID DUES LETTER REQUEST FORM

1. Paid Dues Letters are completed on Fridays **ONLY**.
2. There is a \$25.00 fee to complete this form. Payments are to be made payable to Stamper and Company in the form of cash, cashiers check, money order or company check. **NO PERSONAL CHECKS WILL BE ACCEPTED, unless from owner of unit.** If the \$25.00 is to be paid at closing, a copy of the payment check will no longer be accepted. You may also submit your request online at www.stamperandcompany.com and make payment using a credit card.
3. Payment must be received by 4:00 p.m. on Thursday in order to have the form completed by Friday.
4. Paid Dues Letter will include the following information:
 - Address of the unit.
 - Complex name
 - Amount of monthly Association Dues
 - Capital Reserve amount (if applicable)
 - Insurance Agency name and phone number
 - Date unit is paid through

PLEASE COMPLETE THE INFORMATION BELOW:

1. DATE: _____
2. DEVELOPMENT: _____
3. SELLER: _____
4. UNIT ADDRESS: _____
5. UNIT#: _____ BLDG #: _____

PLEASE COMPLETE THE NEW CO-OWNER INFORMATION NEEDED PRIOR TO THE RELEASE OF THE LETTER BELOW:

1. NEW CO-OWNER NAME: _____
2. CURRENT MAILING ADDRESS: _____
3. CURRENT PHONE #: _____
4. CLOSING DATE: _____
5. POSSESSION DATE: _____
6. TITLE COMPANY: _____
7. NOTE THAT THE NEW CO-OWNER MUST BE FURNISHED A COPY OF THE MASTER DEED & BY-LAWS. HAS THE NEW OWNER BEEN FURNISHED A COPY OF THE MASTER DEED & BY-LAWS? _____
8. YOUR FILE NUMBER: _____

FAX AND/OR MAIL THE COMPLETED LETTER TO: _____
CIRCLE

PHONE #: _____ FAX #: _____
EMAIL: _____

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