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Property Management - Real Estate - Management Consultants

**PAID DUES LETTER REQUEST FORM**

1. Paid Dues Letters are completed on Fridays **ONLY**.
2. There is a \$100.00 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.** The \$100.00 fee must be paid in full before your request can be processed. You may also submit your request online at [www.stamperandcompany.com](http://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 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 (CIRCLE) THE COMPLETED LETTER TO:** \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

E-MAIL : \_\_\_\_\_