



New Account Submission Form

Management Company Information:

Date: _____

Management Company: _____

Contact Person(s): _____

Mailing Address: _____

Contact Email Address: _____

Business Telephone: _____

Contact Telephone: _____

Business Fax: _____

Contact Fax: _____

Management Co. Collection Fee: _____

Homeowner's Information:

Homeowners Association: _____

Homeowner(s) Name(s): _____

Complete Property Address: _____

Complete Mailing Address (if different from property address): _____

Phone Number(s): _____

Accounting Information:

Assessment Amount: _____

Due Date: _____

Frequency: _____

Late Fee Amount: _____

Due Date: _____

Frequency: _____

Special Assessment Amount: _____

Due Date: _____

Frequency: _____

Interest Charges per Annum/per Month: _____

Percentage: _____%

Frequency: _____

Important Information from Red Rock Financial Services

Please be sure to attach a complete accounting ledger with this form. Also, if there are any beginning balances on the ledger, please be sure to provide a breakdown of the charges.

Please forward any/all new information regarding the homeowner's mailing address, phone numbers, etc. if received after submitting this form.

Please continue to accept all homeowner payments and provide our office an updated accounting ledger upon processing.

Accounts will remain in a collection status until all collection fees and costs are paid.