



American
Community
Management, Inc.

Wright Boulevard • Schaumburg, Illinois 60193 • 847/301-1133 • FAX/301-7472
Web Site <http://www.acmweb.com> / E-mail mail@acmweb.com

REQUEST FOR SALES INFORMATION FOR PAID ASSESSMENT LETTER

TO: _____ FAX #: _____
PHONE #: _____

To expedite your request in a timely manner, please provide us with the following:

- 1.) Closing Date: _____
- 2.) Address of Property: _____
- 3.) Name of Seller(s): _____
- 4.) Seller(s) Attorney Name: _____

Address: _____

City, _____ State, _____ Zip _____

Email: (REQUIRED) _____

Telephone: _____ Fax: _____

- 5.) Name of Buyer: _____
Phone Number#: _____

- 6.) Buyer's Attorney Name: _____
Address: _____

Telephone: _____ Fax: _____

- 7.) Selling Price of Property _____

- 8.) Forwarding Address of Seller: _____

- 9.) Name and address of Title company: _____

- 10.) *Processing Fees (Fees are calculated by date we receive the written request):

- \$135.00 over 30 days written notice
- \$165.00 15 - 30 days written notice
- \$195.00 10 - 14 days written notice
- \$210.00 4 - 9 days written notice
- \$235.00 3 days or less NOTICE
- REVISIONS: \$40.00 - 4 days or more prior to closing,
\$60.00 - 3 days or less prior to closing.

- Inspection Fee: \$85

Make Check Payable to: American Community Management; 1908 Wright Blvd., Schaumburg, IL 60193.

Please advise your clients that their Assessments must be PAID IN FULL through the Month of Closing. Have them contact this office for a final payoff amount. Association declarations and bylaws are available at www.acmweb.com