

AMS SA Management, LLC, d/b/a Association Management Services  
1600 NE Loop 410, Suite 202, San Antonio, Texas 78209 \* (210) 829-7202 Office \* 1-866-232-4386 Toll Free  
Fax requests to (210) 828-5365 or email to Laureen@ams-sa.com

Please allow up to 48 business hours for requests to be processed.  
There is an additional \$25.00 fee for any requests needed in less than 48 business hours.

Date: \_\_\_\_\_ Company: \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Fax #: ( ) \_\_\_\_\_ Contact person at company: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Unit \_\_\_\_\_

Property address: \_\_\_\_\_ Improved Lot \_\_\_\_\_ Unimproved Lot \_\_\_\_\_

Owners Name: \_\_\_\_\_

Buyers Name: \_\_\_\_\_

Buyers Billing Address: \_\_\_\_\_

Closing date: \_\_\_\_\_ Sale \_\_\_\_\_ Refinance \_\_\_\_\_ GF Number: \_\_\_\_\_

Assessment amount: **NOTE: DATA IS VALID FOR 45 DAYS FROM DATE OF TRANSMISSION!**

\$ \_\_\_\_\_ Homeowner Balance Due \$ \_\_\_\_\_ Paid Through \_\_\_\_\_

\$ \_\_\_\_\_ Builder Balance Due \$ \_\_\_\_\_ Paid Through \_\_\_\_\_

\$ \_\_\_\_\_ Developer Balance Due \$ \_\_\_\_\_ Paid Through \_\_\_\_\_

\$ \_\_\_\_\_ Administrative Transfer Fee Balance Due \$ \_\_\_\_\_ (Payable to AMS)

\$ \_\_\_\_\_ Refinance Fee Balance Due \$ \_\_\_\_\_ (Payable to AMS)

\$ \_\_\_\_\_ Additional Charges Due at Closing \_\_\_\_\_

\$ \_\_\_\_\_ TOTAL DUE **PLUS PRORATED ASSESSMENTS**

Checks for **HOA Dues** are payable to the applicable **HOA(s)**.

Checks for the **transfer and refinance** fees are payable to

**Association Management Services.**

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assessments are paid: ( ) Monthly ( ) Quarterly ( ) Semi-Annually ( ) Annually

All payments are due by the 1<sup>st</sup> of each month unless otherwise specified. Any balance will incur late fees if not closing in the same month this form was prepared. Please note: Assessments must be payable to the association(s) and must have a copy of the Warranty Deed or Settlement Statement or Affidavit of Purchaser attached.

NEW OWNER INPUT ( ) CHECKS TO ACCOUNTING ( ) WELCOME PACKET ( ) GATE INPUT ( )

ADJ ( ) by \_\_\_\_\_ Date: \_\_\_\_\_

Revised April 5, 2011