



STATEMENT OF ACCOUNT

BY FILLING OUT AND SUBMITTING THIS FORM, YOU ACKNOWLEDGE
THAT YOUR ARE LIABLE FOR PAYMENT OF ALL PROCESSING FEES

(Fill out first two sections below and email back to Management Co. for processing)

Section I: Title Company Information

Date Requested: _____ Date Needed: _____
 Date Issued: _____ Rush fee applicable if needed within 2 business days
 Title Co: _____ Person Placing Order: _____
 Phone#: _____ Email: _____

Section II: Property Information

Association Name: _____
 Property Address: _____ Check box if this is a refinance
 Seller: _____ Buyer: _____

Section III: HOA Transaction Information
This work requires payment of processing fees listed below

HOA Assessment Amount:
 Current Year Paid: Yes No Amount Due: \$0.00
 If checked, please collect \$0.00 for 2017 assessments from buyer
 Assessments are paid: Monthly Semi-Annually Annually Due each Year on: Jan 1st

Section IV: Processing Fees

Transfer Fee: (Normal Transfer Fee is \$150.00)
 Rush Fee: Applicable if needed within 2 business days (Rush Fee \$65.00)
 Account Stmt Fee: (Normal Account Statement Fee is \$65.00)
 Resale Certificate Fee: (Normal Resale Certificate Fee is \$150.00)
 Questionnaire Fee: (Normal fee for Questionnaire is \$65.00)
 Account statement fee & Rush Fee (if applicable) are due whether transfer of ownership occurs or not

Section V: Total Amount Due

Separate checks must be issued to HOA & Mgmt as indicated below or a \$20.00 fee will be charged to Title Co.

\$0.00 Check made payable to:
 \$0.00 Check made payable to: Beacon Residential Mgmt. LLC.

WRITE ONE CHECK TO ABOVE LISTED HOA AND ONE CHECK TO BEACON MGMT.

STATEMENT GOOD UNTIL:

RETURN THIS STATEMENT TO BEACON MANAGEMENT WITH CLOSING INFORMATION

Mail to: Beacon Mgmt, P.O. Box 3488, Houston, TX 77253, Phone: 713-466-1204