



HOAHelp

2600 DOUGLAS ROAD, SUITE 800
 CORAL GABLES FL 33134
 888-653-8357
 HOAHELP@HOAHELP.COM

ORDER TYPE	BASIC	ORDER #	001234
CUSTOMER NAME	JOHN SMITH	REFERENCE ID	A9876
CUSTOMER CONTACT #	305-555-1212	ASSIGNMENT DATE	10/01/2015
CUSTOMER E-MAIL	JSMITH@SAMPLE.COM	COMPLETION DATE	10/02/2015

PROPERTY INFO			
PROPERTY ID	100001	ZIP CODE	32828
STREET ADDRESS	16150 BIRCHWOOD WAY	COUNTY	ORANGE
CITY	ORLANDO	SUBJECT TO COMMUNITY ASSOCIATION?	YES
STATE	FL		

HOA/COA INFO	
NAME	EMAIL ADDRESS
PHYSICAL ADDRESS	WEBSITE
CITY	CONTACT NAME
STATE	PHONE #

HOA/COA NOTES:

MANAGEMENT COMPANY INFO	
NAME	EMAIL ADDRESS
PHYSICAL ADDRESS	WEBSITE
CITY	CONTACT NAME
STATE	PHONE #

SUB HOA/COA INFO	
NAME	EMAIL ADDRESS
PHYSICAL ADDRESS	WEBSITE
CITY	CONTACT NAME
STATE	PHONE #



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ORDER TYPE

CUSTOMER NAME

ACCOUNT INFORMATION AND STATUS

ASSESSMENTS	IS THE ACCOUNT IN COLLECTIONS?
FREQUENCY	COLLECTIONS CO. / ATTORNEY
NEXT ASSESSMENT DUE DATE	CONTACT NAME
ACCOUNT CURRENT (Y/N)	CONTACT INFO. (EMAIL / PHONE #)

LIEN RESEARCH

IS THERE A LIEN RECORDED?	LIEN AMOUNT
TYPE OF LIEN	PAYOFF AMOUNT
DATE OF RECORDED LIEN	CONTACT NAME
NAME OF ENTITY WHO FILED THE LIEN	CONTACT INFO. (EMAIL / PHONE #)

PROPERTY NOTES:

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