



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

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

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

HOA/COA INFO			
<b>NAME</b>	<b>TIMBER SPRINGS HOME-OWNERS ASSOCIATION, INC.</b>	<b>EMAIL ADDRESS</b>	<b>gash-worth@lelandmanagement.com</b>
<b>PHYSICAL ADDRESS</b>	<b>725 Timber Isle Dr</b>	<b>WEBSITE</b>	Timberspringshoa.com
<b>CITY</b>	Orlando	<b>CONTACT NAME</b>	Greg Ashworth
<b>STATE</b>	FL	<b>PHONE #</b>	407-781-1836

HOA/COA NOTES:

MANAGEMENT COMPANY INFO			
<b>NAME</b>	<b>Leland Management</b>	<b>EMAIL ADDRESS</b>	<b>gash-worth@lelandmanagement.com</b>
<b>PHYSICAL ADDRESS</b>	<b>6972 Lake Gloria Blvd.</b>	<b>WEBSITE</b>	www.lelandmanagement.com
<b>CITY</b>	Orlando	<b>CONTACT NAME</b>	Greg Ashworth
<b>STATE</b>	Fl	<b>PHONE #</b>	407-781-1836

SUB HOA/COA INFO			
<b>NAME</b>	<b>Timber Isle Homeowners Assoc</b>	<b>EMAIL ADDRESS</b>	<b>gash-worth@lelandmanagement.com</b>
<b>PHYSICAL ADDRESS</b>	<b>6972 Lake Gloria Blvd.</b>	<b>WEBSITE</b>	<a href="http://www.lelandmgt.com/timberisles/sub_category_list.asp?category=5&amp;title=Contact+Us">http://www.lelandmgt.com/timberisles/sub_category_list.asp?category=5&amp;title=Contact+Us</a>
<b>CITY</b>	Orlando	<b>CONTACT NAME</b>	Greg Ashworth
<b>STATE</b>	Fl	<b>PHONE #</b>	407-781-1836



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## ORDER TYPE

CUSTOMER NAME

## ACCOUNT INFORMATION AND STATUS

<b>ASSESSMENTS</b>	<b>Master: \$100.00; Sub: \$150</b>	<b>IS THE ACCOUNT IN COLLECTIONS?</b>	<b>YES</b>
<b>FREQUENCY</b>	<b>Master: Monthly; Sub: Semi-Annual</b>	<b>COLLECTIONS CO. / ATTORNEY</b>	Collections USA, Inc
<b>NEXT ASSESSMENT DUE DATE</b>	10/01/2015	<b>CONTACT NAME</b>	Jane Kelly
<b>ACCOUNT CURRENT (Y/N)</b>	N	<b>CONTACT INFO. (EMAIL / PHONE #)</b>	305-555-1212 jkelly@collectionsusa.net

## LIEN RESEARCH

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

## PROPERTY NOTES:

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