

Association Management Inc. ASSESSMENT ORDER FORM FOR 2005

Association Name:

Company #

Administrator

1. Total Assessment per attached approved budget:

2. Total number of units:

3. Assessment payable

If "One Time/Special", explain

4. Method of calculation for Assessment

If "Other" explain

5. Are late fees charged

If Yes \$

and/or %

P/A. If received after

6. Method of Billing

Coupon/statement will be

If Statement, attach copy to this form. This letter is saved on the AMI network in:

G:

7. This years ACH letter is saved on the AMI network in **G:**

8. The above is approved by the Administrator _____ Date _____.

Bookkeeper

1. Do the Opening Balances need to be zeroed or altered? **YES / NO**

If yes, please mark the accounts on the edit report and flag the pages.

The Balance might need to be zeroed or altered for varies reasons:

- Home Owner is at the Attorney.
- Home Owner/Developer/Builder credit balances.

2. Complete this section **IN INK**

Code	Type Flat - % - Manual	Monthly – Annual	# of Units	Assessment Amount	Assessment Grand Total \$
ACH					
A					
B					
D					
C					
Delinquencies / Pre-Paid, (If any) (+/-)					\$
Total amount to be ordered:					\$

3. Answer these questions. Mark/Circle which apply

(Interval) Coupon/Statement sent

Monthly

Quarterly

Yearly

(First Payment Number)

1

Association Management Inc.

(Number of Coupons)/Statements to be sent 1 4 12
Start date 01/01/03 (must use slashes)
(Mail Code) Mail Coupons/Statements to (B) AML in Bulk (M) Directly to Customers
(Coupon Type) (S) Statement (C) Coupon Book
(A) Coupon Book with Annual Coupon
(Include ACH) (1) Omit ACH (2) ACH Only (3) Include ACH
(Select Billing Code) *ALL

4. Go into the AS400 to create the coupon file.

<23> Association Management <enter>
<4 > Assessments <enter>
<2 > Create Coupon File <enter>
Enter the Association #<????> <enter> (Confirm you are in the correct Association) <enter>

Complete the information on the Coupon Parameters from information above. <Enter>

(Make sure you know what to enter). This process will automatically spool your Edit report.

For Associations with ACH, You need to do the above step 3 TIMES.

1st. Include ACH (Choose #3). To be sure that total amount matches the Budget.

2nd. ACH only. (Choose #2). To complete the above information.

3rd. Omit ACH. (Choose #1). Be sure that is the LAST edit on the system before you turn it in.

5. The above is approved by the Bookkeeper _____ Date _____

Director of Financial Services

1. Order form Approved by the Director of Financial Services. DFS Initial _____ Date _____

Coupon/Statement Controller

1. Coupon/Statement Proof ordered. Date _____ CC Initial _____

2. Coupon Controller & DFS check proof, confirm correct and faxed to Southdata to be printed.

Order # _____ Date _____ DFS Initial _____ CC Initial _____

3. Coupons/Statements received & given to Bookkeeper. Date _____ BK Initial _____

Bookkeeper

1. Coupons/Statements mailed out. Date _____ BK Initial _____

2. ACH letter mailed out Date _____ BK Initial _____