



American  
Community  
Management, Inc.

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**REQUEST FOR SALES INFORMATION FOR PAID ASSESSMENT LETTER**

TO: \_\_\_\_\_ FAX #: \_\_\_\_\_  
PHONE #: \_\_\_\_\_

To expedite your request in a timely manner, please provide us with the following:

- 1.) Closing Date: \_\_\_\_\_
- 2.) Address of Property: \_\_\_\_\_
- 3.) Name of Seller(s): \_\_\_\_\_
- 4.) Seller(s) Attorney Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, \_\_\_\_\_ State, \_\_\_\_\_ Zip \_\_\_\_\_  
Email: (REQUIRED) \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
- 5.) Name of Buyer: \_\_\_\_\_  
Phone Number#: \_\_\_\_\_
- 6.) Buyer's Attorney Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
- 7.) Selling Price of Property \_\_\_\_\_
- 8.) Forwarding Address of Seller: \_\_\_\_\_
- 9.) Name and address of Title company: \_\_\_\_\_
- 10.) \*Processing Fees (Fees are calculated by date we receive the written request):
  - \$135.00 over 30 days written notice
  - \$165.00 15 - 30 days written notice
  - \$195.00 10 - 14 days written notice
  - \$210.00 4 - 9 days written notice
  - \$235.00 3 days or less NOTICE
  - REVISIONS: \$40.00 - 4 days or more prior to closing,  
\$60.00 - 3 days or less prior to closing.
  - Inspection Fee: \$85

Make Check Payable to: **American Community Management**; 1908 Wright Blvd., Schaumburg, IL 60193.  
Please advise your clients that their Assessments must be PAID IN FULL through the Month of Closing. Have them contact this office for a final payoff amount. Association declarations and bylaws are available at [www.acmweb.com](http://www.acmweb.com)