

Chicod Landing Homeowners Association, Inc

106 Regency Blvd.

Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

www.russellpm.com

HOA Information Sheet

A. Dues: \$212/quarter

Dues Cover: General Liability & Directors and Officers Insurance
Common Area Maintenance & Landscaping
Entrance Landscaping and Maintenance
Annual Septic System Inspection
Maintenance of Private Streets
Management Fees

HOA Manager: Amber Whittington

All concerns should be emailed to amber@russellpm.com or call
252.329.7368.

Chicod Landing Homeowners Association, Inc

106 Regency Blvd.

Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

www.russellpm.com

Homeowners Association Information Sheet

Property Address: _____

Homeowners Name: _____

Spouse or Co-Owner's Name: _____

Owner's Mailing Address: _____

Telephone: _____ (Home)

_____ (Work)

_____ (Cell)

Email Address: _____

It is very important that we receive this information from you for your benefit. This is general information needed by your homeowner's association and will be filed in your personal file in the **HOA Office** at Russell Property Management and your email will be used to invite you to the FrontSteps portal. You can email this form back to your manager rather than returning it via postal mail.

PLEASE EMAIL, MAIL, OR FAX TO US ASAP!
THANK YOU FOR YOUR TIME AND COOPERATION!

106 Regency Blvd
Greenville, NC 27834
Phone: 252.329.7368 Fax: 252.355.9641

I, _____, hereby authorize Russell

Home Address	City	State	Zip
--------------	------	-------	-----

(Mailing Address for unit (If different than address above)	City	State	Zip
---	------	-------	-----

Draft Payable to (HOA name)

Day of Month for Draft	Amount to be Drafted
------------------------	----------------------

Draft Frequency (circle one) _____ Monthly _____ Quarterly _____ Annual _____

Contact Phone Number _____

- * If HOA dues are increased, your draft will automatically be increased
- ** HOA dues will be drafted approximately 5 days before your associations late day.
- *** The HOA will draft the account balance.
- **** Bank Drafts will NOT draft for special assessments (if applicable).
- ***** There is a \$1 fee per draft for this service.

Bank Name: _____

Account Holder Name:

Routing #: _____

Account #: _____

Account Type: Checking Savings

Signature	Date

ATTACH VOIDED COPY OF CHECK
HERE

Russell Property Management, Inc.

106 Regency Blvd

Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

Credit/Debit Card Draft Authorization

I, _____, hereby authorize Russell

Property Management to draft my HOA dues for the street address

Home Address City State Zip

Draft Payable to (HOA name)

Day of Month for Draft Amount to be Drafted

Draft Frequency (circle one) _____ Monthly _____ Quarterly _____ Annual

Contact Phone Number _____

Please note:

- * If HOA dues are increased, your draft will automatically be increased
- ** HOA dues will be drafted approximately 5 days before your associations late day.
- *** The HOA will draft the account balance.
- **** Drafts will NOT draft for special assessments (if applicable).
- ***** There is a 3.0% fee per draft for this service.

Account Holder Name: _____

Card Billing Address City State Zip

Account #: _____

Expiration Date: _____ Security Code: _____

Signature Date