**ASSIGNMENT OF ACCOUNTS**

FOR FIRST TIME PLACEMENTS FOR NEW ASSOCIATIONS:

1. PLESE PROVIDE NAME OF ASSOCIATION
2. PLEASE PROVIDE INFORMATION ON BOARD SIGNOR
3. FULL NAME
4. BOARD TITLE
5. IF HOA COLLECTIONS LLC TO SIGN
6. COPY OF SIGNED DESIGNATED AGENT FORM

FOR EXISTING ASSOCIATIONS PLEASE PROVIDE:

1. LATEST ACCOUNT HISTORY
2. ANY ALTERNATE ADDRESS / NAME INFO
3. INCLUDE UNIT INFO/ ADDRESS
4. FLAG ACCOUNT “IN COLLECTION”
5. SUPRESS STATEMENTS OR SET UP TO SEND TO HOA COLLECTIONS LLC

(IT’S ILLEGAL FOR BOTH OF US TO SEND BILINGS FOR THE SAME MONEY)

1. STOP LOCKBOX AUTO ACCEPTANCE

ONCE ACCOUNTS HAVE BEEN SUBMITTED TO COLLECTIONS

1. REFER ANY FINANCIAL CALLS TO HOA COLLECTIONS LLC- 702-212-5000
2. FORWARD ANY PAYMENTS RECEIVED ON THE ACCOUNT TO OUR OFFICE
3. NOTIFY US IF BANKRUPTCY PAPERWORK IS RECEIVED

TIME FRAMES

1. LIEN MAILING 30 DAYS
2. NOTICE OF DEFAULT MAILING 90 DAYS
3. NOTICE OF SALE MAILING 28 DAYS **IF APPROPRIATE**
4. TRUSTEE SALE