**Sample Accounting Form**

**Assessments and Fine Charges Policies**

Account #: Association:

Dues: Annually Semi-Annually Monthly

Coupon Ordering Date:

Payment Due Dates:

**Special Assessments**

Amount: $ Billing to Begin: Due Date:

Billing to End:

Cause for Assessment:

Deposit/Capital Contribution Amount: $

**Late Fee Policy**

Flat Free Amount: $ after days

One-Time Interest: % after days

Annual Interest Charges: % after days

Authority Found: CC&Rs Article: Section:

Board Resolution: Posted:

General Rules Article: Rule Number:

Standard Delinquency Notice:

First Notice to Be Sent:

Second Notice to Be Sent:

Sent to Attorney for Lien:

Attorney of Record:

Mailing Address:

Phone Number:

**DISCLAIMER:** These sample forms and agreements are not endorsed by BRP Education™. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.