**Sample Administrative Form**

**Association Management Set-Up Information**

Account #: Association Name: Date:

Type:

Web Site:

Manager Assigned:

No. of Div.: # Lots/Units: # of Buildings:

Management Fee per Lot/Unit: $ Monthly Rate: $

First Month Prorated? Yes / No If yes, how much: $

Tax ID#:

Bank Account to Open: [ ] Checking [ ] Savings [ ] CD [ ] Other:

Checking #: Maintenance Reserve:

Insurance Reserve: Other:

**Board of Directors:**

President: HM: WK:

Mailing Address: Cell:

E-Mail Address: Term Expires:

Vice President: HM: WK:

Mailing Address: Cell:

E-Mail Address: Term Expires:

Secretary: HM: WK:

Mailing Address: Cell:

E-Mail Address: Term Expires:

Treasurer: HM: WK:

Mailing Address: Cell:

E-Mail Address: Term Expires:

MAL (Member at Large): HM: WK:

Mailing Address: Cell:

E-Mail Address: Term Expires:

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