



FIRST COLONY
COMMUNITY ASSOCIATION

REQUEST FOR COMMERCIAL PROPERTY FEES

REQUESTING ENTITY: _____	DATE: _____
CONTACT: _____	SERVICE REQUESTED: _____
PHONE: _____	MAINTENANCE FEE QUOTE _____
FAX: _____	OTHER: _____

PROPERTY INFORMATION (PLAT REQUIRED)	
LEGAL DESCRIPTION: _____	PROPERTY ADDRESS: _____
SQ FOOTAGE _____ ACRES _____	_____
RESERVE: _____	FCCSA ACCT # _____

OWNER INFORMATION
BUYER: _____
BUYER MAILING ADDRESS: _____
CURRENT OWNER: _____
CLOSING DATE: _____
SPECIAL INSTRUCTIONS: _____

FCCSA ANNUAL ASSESSMENT	
AMOUNT: _____	DATE PAID: _____

FEES AND CHARGES						
YEAR	ASSESSMENT AMOUNT	LATE CHARGES	INTEREST	DR FINES	TRANSFER / REFI	TOTAL AMOUNT DUE

TITLE COMPANY DETAILS	
TITLE COMPANY: _____	GF NUMBER: _____
ATTENTION: _____	PHONE/FAX NUMBER: _____

SELLER MUST REQUEST A CERTIFICATE OF COMPLIANCE FROM FCCSA PRIOR TO CLOSING
CONTACT THE COMPLIANCE DEPARTMENT

FCCSA QUOTE FEES (EFFECTIVE SEPTEMBER 1, 2001)

1ST REQUEST NO CHARGE / 2ND REQUEST \$25 / RUSH \$50 (GF NUMBER IS REQUIRED)

PLEASE FORWARD TOP PORTION OF CLOSING STATEMENT TO FCCSA