



FIRST COLONY

COMMUNITY ASSOCIATION

REQUEST FOR COMMERCIAL PROPERTY FEES

Requesting Entity: _____	Date: _____
Contact: _____	Service Requested: Please Circle/ Highlight One
Phone: _____	Maintenance/Transfer Fee Quote \$125.00 (Admin only)
Email or Fax: _____	Maintenance/Refinance Fee Quote \$50.00

PROPERTY INFORMATION

Legal Description: _____	Address: _____
Acres & Reserve: _____	FCCA Account #: _____

OWNER INFORMATION

Buyer: _____
Closing Date: _____
Current Owner: _____
Special Instructions: _____

FCCA ANNUAL ASSESSMENT

FCCA Assessment (Class A) Rate _____ \$ (per unit) Number of Units _____ Amount _____ Date Paid _____	<u>Account Charges</u>
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TITLE COMPANY DETAILS

Title Company: _____
Attention: _____
GF Number: _____
Phone/Fax Number: _____

Account Balance	_____
Transfer Fee	_____
Refinance Fee	_____
Total Amount Due	_____

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

FCCA QUOTE FEES (EFFECTIVE January 1, 2012)
1ST REQUEST NO CHARGE / 2ND REQUEST \$50 / RUSH \$75 (GF NUMBER IS REQUIRED)

PLEASE FORWARD TOP PORTION OF CLOSING STATEMENT TO FCCA