

Chesterfield Commons: Required Information Required Before Closing

The following form addresses required steps for Buyers, Realtors and Sellers to follow before closing on a property can be completed:

1. \$160.00 Closing fee is payable upon closing. If it is not collected at closing it will be billed to new owner within the first month of occupancy.
2. New owners are to be provided the basic rules of the association available at www.chesterfieldcommons.com at the time of closing
3. Our Accountant Debra Stannard needs the below information emailed to her at Debra@IowaOfficeServices.com including the completed Direct Deposit Authorization and voided check

Current owner name:

Property Address:

Phone:

Email:

New owner name:

Property Address:

Phone:

Email:

Is this unit going to be rented? If yes, occupants name, phone, and email information is required by the board:

Renter name:

Property Address:

Phone:

Email:

Please fill out this form and tape a voided check for Direct Debit enrollment.

Hills Bank
and Trust Company

Chesterfield Commons Condo Owners Assoc
Authorization for Direct Debit

I (We) hereby authorize Chesterfield Commons Condo Owners Assoc (hereinafter called Company) to initiate Debit entries to my (our) account(s) indicated below on or about the 1st of each month, and the depository financial institution named below (hereinafter called Depository) to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with provisions of U.S. law.

Depository Name: _____ **Branch:** _____
City: _____ **State:** _____ **ZIP:** _____
Routing Number: _____ **Account Number:** _____
☐ Checking Account ☐ Savings Account

This authority is to remain in full force and effect until Company has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Company and Depository a reasonable opportunity to act on it.

Name(s): _____
Signature: _____ **Date:** _____
Address: _____ **Phone:** _____

Please attach a **Voided Check** here.

[Next Steps For Board once New Owner Information is completed BOARD ACCESS ONLY]

Debra will forward bank draft etc to the board email

At this point there are three steps to complete:

1. Remove old owner from email and add new owner.
2. Update the web site , removing the old owners and updating with the new owner.
3. Send an email to the new owner to set them up with access to our web site