

**PAYMENT METHOD / ADDRESS UPDATE FORM**

Please assist us in updating our records by completing this form and returning by mail or email. The information submitted will become part of your association official records.

Association Name Imperial Golf Estates Property Owners Association, Inc.

Owner's Name \_\_\_\_\_

Owner's Name \_\_\_\_\_

Additional Resident Name: \_\_\_\_\_

Additional Resident Name: \_\_\_\_\_

Additional Resident Name: \_\_\_\_\_

**PLEASE CHECK THE BOX BELOW FOR THE PREFERRED ADDRESS TO BE USED FOR MAILINGS & CORRESPONDENCE:**

Property Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone No(s). *Home:* \_\_\_\_\_ *Work:* \_\_\_\_\_ *Cell:* \_\_\_\_\_

E-mail Address/Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

Home Watch/Emergency Contact \_\_\_\_\_ Phone: \_\_\_\_\_

Rental Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Your key can be obtained from: \_\_\_\_\_ Phone: \_\_\_\_\_

Vehicle Information: Make & Model of Car: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Vehicle Information: Make & Model of Car: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

**FOR ALL FUTURE CORRESPONDENCE, PLEASE LET OUR OFFICE KNOW EACH TIME YOU ARRIVE IN FLORIDA AND EACH TIME YOU LEAVE FLORIDA, SO THAT WE CAN SEND ASSOCIATION INFORMATION TO THE CORRECT ADDRESS....THANK YOU!**

**PLEASE PROVIDE YOUR PREFERRED METHOD OF PAYING YOUR ASSESSMENTS ON THE NEXT PAGE.**

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**PLEASE CHOOSE YOUR PREFERRED ASSESSMENT PAYMENT METHOD**

- I prefer my account be directly debited for my Association assessment (free service). You must use a US Bank account and you must attach a cancelled check.
- I prefer to pay my account by check. Please send me Coupons that I will mail with my payment to IGE, c/o IberiaBank, P.O. Box 11203, Naples, FL. 34101-1203.
- I prefer to pay by credit card at [www.SandcastleCM.com](http://www.SandcastleCM.com). I understand that there is a convenience fee for this option charged by the Credit Card processing company.
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**If you prefer to DIRECT DEBIT, please complete the following information:**

ASSOCIATION NAME Imperial Golf Estates Property Owners Association, Inc.

NAME(S) ON DEED \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

MONTH TO START DIRECT DEBIT \_\_\_\_\_

NAME OF BANK \_\_\_\_\_

NAME ON THE ABOVE ACCOUNT \_\_\_\_\_

ACCOUNT TO BE CHARGED (Checking, Savings, etc) \_\_\_\_\_

**A VOIDED CHECK MUST BE INCLUDED FOR DIRECT DEBIT PROCESSING.**

MAINTENANCE FEE ACCOUNT # \_\_\_\_\_ *(To be completed by Sandcastle)*

I HAVE INCLUDED A BLANK VOIDED CHECK AND HEREBY AUTHORIZE MY FINANCIAL INSTITUTION TO DEBIT MY ACCOUNT IN THE NAME OF MY CONDOMINIUM/HOMEOWNERS ASSOCIATION. I UNDERTAND THIS DEBIT WILL APPEAR ON MY BANK STATEMENT UNDER THE DESCRIPTION OF THE ASSOCIATION LOCK BOX. I UNDERSTAND THAT THE AUTO DEBIT WILL APPEAR ON MY BANK STATEMENT DURING THE FIRST 10 DAYS OF EACH QUARTER. IN ADDITION, I UNDERSTAND THAT THIS AUTO DEBIT WILL REMAIN IN EFFECT UNLESS I NOTIFY MY ASSOCIATION IN WRITING 30 DAYS PRIOR TO CANCELLING THE AUTO DEBIT. I ALSO AUTHORIZE THE ASSOCIATION TO INCREASE THE AUTO DEBIT AS MAINTENANCE FEES ARE INCREASED BY THE BOARD OF DIRECTORS.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_



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