



Revenue – Miscellaneous Billing

MB-632 HVMA Condominium Documents Table Setup

The document provides detailed instructions for setting up various tables necessary for preparing condominium documents such as lease, resale, and closing documents.

- **Bill Form Setup:** Instructions for accessing the bill form setup table are provided, along with details on the lease/resale tab and insurance/budget tab, which include common details and specific sections for lease and resale information. The lease section includes renewal fee details and effective dates, while the resale section mentions possible changes in collection company's info or equity fee increases.
- **Class Type Table:** The types, descriptions, fee schedule, and status are maintained on this table.
- **Condo # and Land Records:** The document explains how the Condo# is applied to the customer record, including the importance of volume and page numbers and the necessity of including specific declarations in resale packets.
- **Attorney/Agent Table:** Details on storing attorney and real estate agent information.
- **Bank/Mortgage Companies Requesting Form 1076 Questionnaires:** This table is the repository for any Banks that request Form 1076.
- **Packet Contents** The document also mentions what documents are included in lease and resale packets.

Contents

1	Bill Form Setup #10050	2
1.1	Lease/ReSale Tab on the Bill Form Setup Table.....	2
1.1.1	Department Contact Information.....	3
1.1.2	Lease Section	3
1.1.3	Re Sale Section.....	4
1.1.4	Enter Fee Amounts on the Service Type Table.....	4
1.2	Insurance/Budget Tab #10050 on the Bill Form Setup Table	5
2	Class Type Table #10062	6
2.1	Add a New Class Type	6
2.2	Delete a Class Type	7
2.3	Edit List #10063	7
2.4	Customer Reports #10066	8
3	Condo # and Land Records #10185	9
3.1	Condo # Re Sale Declarations Documents #10187	10
4	Attorneys and Real Estate Agents	10
4.1	[Entry] Tab #10072.....	11
4.1.1	Add a New Attorney or Real Estate Agent.....	11
4.1.2	Search for an Existing Attorney or Agent in the Database	12
4.1.3	Delete an Attorney or Agent.....	12
4.2	Attachments.....	12
4.3	History.....	13
5	Attorney / Agent Search Screen	13
6	Bank/Mortgage Company Table #10067	14
7	Included in Each Packet	15
7.1	Lease	15
7.2	Resale.....	15
7.3	Closing Documents.....	15

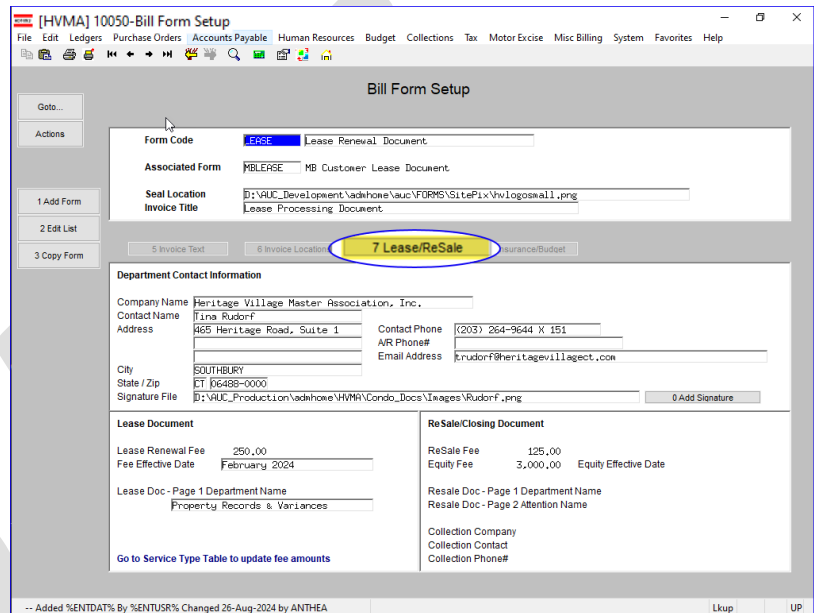
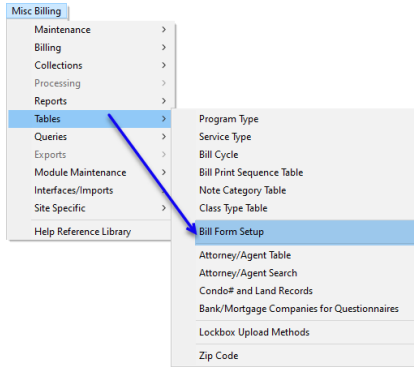


There are several tables associated with the setup for preparing condominium documents such as lease and resale and closing documents. To set up the tables follow the instructions below.

1 Bill Form Setup #10050

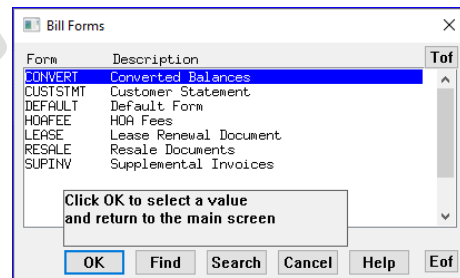
The bill form setup table includes tabs for **lease / resale**, and **insurance and budget** details. To access the bill form setup table from the menu, select:

Miscellaneous Billing ▶ Tables ▶ Bill Form Setup.



Click on the Form Code field and select either LEASE or RESALE from the lookup, as needed.

The Lease/ReSale Tab will only be available for Forms types "LEASE" and "RESALE". The Insurance/Budget Tab will only be clickable for Form type "RESALE".



1.1 Lease/ReSale Tab on the Bill Form Setup Table.

Below is the lease/resale tab. The details that appear in both the lease and resale closing documents are highlighted in purple and numbered **1** in the image.



1.1.1 Department Contact Information

1 These common details include the Heritage Village company name, contact name, address, city, state, zip code, contact phone number, accounts receivable phone number, email address.

This data will be used for the Lease and ReSale documents.

There is also a signature file, which can be updated as roles within the organization change.

The "From Email" field is set to `propertyrecords@heritagevillagect.org`. When sending a lease, resale, or closing packet, this address will appear as the sender. If changes are needed, make them in the Bill Form Setup table before initiating a new Lease or ReSale.

1.1.2 Lease Section

The lease-specific details appear in the yellow highlighted section numbered 2. This includes the renewal fee (sourced from the service type table), its effective date (February 2024), and the department name on page one of the lease document.

The only likely changes are an increased fee and a new effective date.



From the menu, select:

Miscellaneous Billing ▶ Tables ▶ Service Type ▶ [Bill Rates]

The service type table, shown here, is where fee amounts are updated.

Select the year, always type 95, and the LEASE program when updating fees for a new lease.

Service Type

Year: 2025, Type: 95, Program: LEASE, Lease Renewal Fee

1 Service, 2 Bill Rates, 3 Accounting, 4 Notes, 5 Groups

Service Type	Description	Bill Rate	Charge Type	Alternate Bill Form
FEE	Fee to Register/Change Lease	250,0000	Monthly <input type="radio"/> Flat Rate <input checked="" type="radio"/> Per Unit <input type="radio"/>	LEASE
NSF	Returned Check Fee	35,0000	Monthly <input checked="" type="radio"/> Flat Rate <input type="radio"/> Per Unit <input type="radio"/>	LEASE

1.1.3 Re Sale Section

This section will be editable on the RESALE form code.

Make changes here to the collection company information or if the equity fee increases leading to a new effective date.

Form Code: RESALE, Resale Documents

Associated Form: MBRESALE, MB Resale Documents

Seal Location: D:\VUC_Development\adhone\auc\FORMS\SitePix\Vh\logos\all.png

Invoice Title: Resale Documents

5 Invoice Text, 6 Invoice Locations, 7 Lease/ReSale, 8 Insurance/Budget

Department Contact Information

Company Name: Heritage Village Master Association, Inc.

Contact Name: RWS

Address: 865 Heritage Road, Suite 1

City: SOUTHURY, State / Zip: CT 06488-0000

Contact Phone: (203) 264-9644 Option 5

A/R Phone#: (203) 264-9644 X 127

Email Address: r.rudorf@heritagevillagect.com

From Email: propertyrecords@heritagevillagect.org

Signature File: D:\VUC_Production\adhone\HVMA\Condo_Docs\Images\Willbank.png

6 Add Signature

Lease Document

Lease Renewal Fee: 250,00

Fee Effective Date: [23-Apr-2024]

Lease Doc - Page 1 Department Name

Go to Service Type Table to update fee amounts

ReSale/Closing Document

ReSale Fee: 125,00

Equity Fee: 3,000,00

Equity Effective Date: [23-Apr-2024]

Resale Doc - Page 1 Department Name: Property Records

Resale Doc - Page 2 Attention Name: Attn: Real Estate Documents

Collection Company: Feldman, Perlstein & Greene

Collection Contact: Elizabeth Dickens

Collection Phone#: (860) 677-2177 X 10

1.1.4 Enter Fee Amounts on the Service Type Table

From the menu, select:

Miscellaneous Billing ▶ Tables ▶ Service Type ▶ [Bill Rates]

The service type table, shown here, is where fee amounts are updated. Select the Year, always type “95”, and the Program Code “RESALE” when setting fees for a ReSale.

[HVMA] 10004-Service Type

Service Type

Year: 2025, Type: 95, Program: RESALE, ReSale Fees

1 Service, 2 Bill Rates, Accounting, 4 Notes, 5 Groups

Service Type	Description	Bill Rate	Charge Type	Alternate Bill Form
EQUITY	Equity Fee	3000,0000	Monthly <input type="radio"/> Flat Rate <input checked="" type="radio"/> Per Unit <input type="radio"/>	RESALE
FEE	Processing Fee	125,0000	Monthly <input type="radio"/> Flat Rate <input checked="" type="radio"/> Per Unit <input type="radio"/>	RESALE
NSF	Returned Check Fee	35,0000	Monthly <input checked="" type="radio"/> Flat Rate <input type="radio"/> Per Unit <input type="radio"/>	RESALE



1.2 Insurance/Budget Tab #10050 on the Bill Form Setup Table

These fields for file names are designated for files that are updated infrequently or on an annual basis.

These documents include the Budget and Bylaws, which are consistently included as separate items in any packet.

The only other individual documents incorporated into the packets are declarations listed under Condo# and Land Records, determined by the Condo# in the customer record.

Document Type	Action	File Name
Budget Document File	Add/Change	2023-24 Budget.pdf
ByLaw 1 Document File	Add/Change	HVF ByLaws (Revised 1-26-2021).pdf
ByLaw 2 Document File	Add/Change	HVMA ByLaws (Revised 1-26-2021).pdf
Insurance Document File	Add/Change	INS COVERAGE 2024 MASTER POLICY.pdf
Audit Document 1 File	Add/Change	HVF Audit Oct 2023.pdf
Audit Document 2 File	Add/Change	HVMA FS Oct 2023.pdf
Closing Yellow & Bank AutoPay	Add/Change	ClosingYellow.pdf

Capital Expenditure in Excess of	\$ 1,000	Medical Payment per Person	\$ 5,000
Total Coverage Amount	\$ 485,291,837	Non-Owned Auto single Limit	\$ 1,000,000
Earthquake/Flood Sublimit	\$ 10,000,000	Combined Limited Liability	\$ 1,000,000
Hazard Deductable	\$ 10,000	Fidelity Coverage	\$ 13,900,000
Body/Property Liability	\$ 1,000,000	Directors/Officers Liability	\$ 5,000,000
Personal/Advert Liability	\$ 1,000,000	Directors/Officers Deductable	\$ 25,000
Fire Damage Legal Liability	\$ 100,000		

This screen automatically checks if files have been relocated or renamed from their original locations.

If any document references a file that no longer exists at the specified location or under the same name it was "linked," an error message will appear. Users can hover over the file name to see its intended location and then either restore the file, relink it, or clear the reference to exclude it from the resale/closing packets.



2 Class Type Table #10062

To access the Class Type table, from the menu, select:

Misc Billing ▶ Tables ▶ Class Type

The valid Class Types are: BERK-1, CARRIAGE, CTRY-HS, ETHAN, FRANKLIN, HAWTHORNE, HERITAGE, MARK TWAIN, NEW ENGLANDER, SHERMAN, VILLAGER, WINTHROP.

The types, descriptions, fee schedule, and Status are maintained on the Class Type Table.

Class	Description	Fee Schedule	Status
BERK-1	BERK-1	809.00	Active
CARRIAGE	CARRIAGE	586.00	Active
CTRY-HS	COUNTRY HOUSE	719.00	Active
ETHAN	ETHAN	626.00	Active
FRANKLIN	FRANKLIN	670.00	Active
HAWTHORNE	HAWTHORNE	692.00	Active
HERITAGE	HERITAGE	634.00	Active
MARK TWAIN	MARK TWAIN	652.00	Active
NEW ENGLANDER	NEW ENGLANDER	679.00	Active
SHERMAN	SHERMAN	723.00	Active
VILLAGER	VILLAGER	728.00	Active
WINTHROP	WINTHROP	692.00	Active

2.1 Add a New Class Type

To add a new Class Type (e.g., if the village expands and new class types are needed), click on the **1 Add New** button. Fill in the required new Class Type and Description.

Required: Enter New Class Type:

Required: Enter Description:

Buttons: Lookup, OK, Cancel, Clear All

Here the “LONGFELLOW” class type was added. Enter up to 40 characters for the required description. The new Class Type will be added to the list (the list is in alphabetical order).

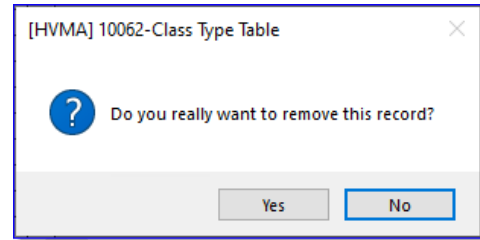
Enter the Fee Schedule amount on the screen.

Class	Description	Fee Schedule	Status
LONGFELLOW	ENTER UP TO 40 CHARACTERS OF DESCRIPTION	900.00	Active
MARK TWAIN	MARK TWAIN	652.00	Active
NEW ENGLANDER	NEW ENGLANDER	679.00	Active
SHERMAN	SHERMAN	723.00	Active
VILLAGER	VILLAGER	728.00	Active
WINTHROP	WINTHROP	692.00	Active

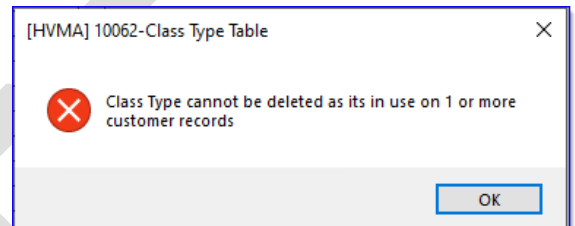


2.2 Delete a Class Type

To Delete an existing class (for example, if a new class was added but there was a typo), click on the **2 Delete** button.



If you try to delete a class that is in use on any customer record, the system will pop up this message and will disallow the deletion.



2.3 Edit List #10063

Click on the **3 Edit List** button to produce a report that reflects the data in the table:

1|063-MBCLSTYP.REP Page 1

Heritage Village Master Association
Class Type Report

Class Type	Description	Fee Schedule	Status
BERK-1	BERK-1	809.00	Active
CARRIAGE	CARRIAGE	586.00	Active
CTRY-HS	COUNTRY HOUSE	719.00	Active
ETHAN	ETHAN	626.00	Active
FRANKLIN	FRANKLIN	670.00	Active
HAWTHORNE	HAWTHORNE	692.00	Active
HERITAGE	HERITAGE	634.00	Active
MARK TWAIN	MARK TWAIN	652.00	Active
NEW ENGLANDER	NEW ENGLANDER	679.00	Active
SHERMAN	SHERMAN	723.00	Active
VILLAGER	VILLAGER	728.00	Active
WINTHROP	WINTHROP	692.00	Active
*** Grand Total *** # Records:		12	



2.4 Customer Reports #10066

Click on the Customer Reports button and select **Summary** to produce a concise list of the Programs for which each class is used. The example here is Run as **PDF**.

Task 10066: Customers By Class Type

Customers By Class Type

Include Stopped Programs Yes No

Print Report as: Summary Detail

Run as PDF Excel

Lookup OK Cancel Clear All

10066-MBCUSBYCLS.REP Page 1

Heritage Village Master Association
Customers By Class Type

Class	# Customer	Pay Amount	ACH Amount
Program: HOA Fees			
BERK-1	342	77,664.00	199,014.00
CARRIAGE	322	57,428.00	131,264.00
COUNTRY HOUSE	388	74,057.00	204,915.00
ETHAN	260	36,308.00	126,452.00
FRANKLIN	150	36,850.00	63,650.00
HAWTHORNE	92	19,376.00	44,288.00
HERITAGE	260	45,014.00	119,826.00
MARK TWAIN	104	16,952.00	50,856.00
NEW ENGLANDER	52	16,975.00	18,333.00
SHERMAN	509	108,450.00	259,557.00
VILLAGER	14	2,912.00	7,280.00
WINTHROP	87	15,224.00	44,980.00
Total For Program HOAFBES		736	507,210.00
Non ACH Pays		1,844	1,270,415.00
Total		2,580	1,777,625.00

Selection Legend:
Select Stopped Programs: N
Detail or Summary: S

Click on the Customer Reports button and select **Detail** to produce a list of the Customers and Programs for which each class is used. The example here is Run as **Excel**.

Task 10066: Customers By Class Type

Customers By Class Type

Include Stopped Programs Yes No

Print Report as: Summary Detail

Run as PDF Excel

Lookup OK Cancel Clear All

Customers_By_Class_THERESA[S].xml - Excel

Program	Class	Customer	Primary Address	Owner	Pay Amount	ACH-EFT Amt
2487	HOA Fees	SHERMAN	983B	983B HERITAGE VILLAGE	723.00	723.00
2496	HOA Fees	SHERMAN	998B	998B HERITAGE VILLAGE	723.00	723.00
2497	HOA Fees	SHERMAN	999B	999B HERITAGE VILLAGE	723.00	723.00
2498	HOA Fees	SHERMAN	99A	99A HERITAGE VILLAGE	723.00	723.00
Total Class SHERMAN: 509					108,450.00	259,557.00
2500	HOA Fees	VILLAGER	108A	108A HERITAGE VILLAGE	728.00	728.00
2502	HOA Fees	VILLAGER	154A	154A HERITAGE VILLAGE	728.00	728.00
2503	HOA Fees	VILLAGER	204A	204A HERITAGE VILLAGE	728.00	728.00
2504	HOA Fees	VILLAGER	224B	224B HERITAGE VILLAGE	728.00	728.00
2505	HOA Fees	VILLAGER	254E	254E HERITAGE VILLAGE	728.00	728.00
2506	HOA Fees	VILLAGER	2B	2B HERITAGE VILLAGE	728.00	728.00
2507	HOA Fees	VILLAGER	32A	32A HERITAGE VILLAGE	728.00	728.00
2508	HOA Fees	VILLAGER	361A	361A HERITAGE VILLAGE	728.00	728.00
Total Class VILLAGER: 14					2,912.00	7,280.00
2515	HOA Fees	WINTHROP	1019A	1019A HERITAGE VILLAGE	692.00	692.00
2517	HOA Fees	WINTHROP	1037A	1037A HERITAGE VILLAGE	692.00	692.00
2519	HOA Fees	WINTHROP	1037D	1037D HERITAGE VILLAGE	692.00	692.00
2520	HOA Fees	WINTHROP	1041C	1041C HERITAGE VILLAGE	692.00	692.00
2521	HOA Fees	WINTHROP	1042A	1042A HERITAGE VILLAGE	692.00	692.00
2522	HOA Fees	WINTHROP	624A	624A HERITAGE VILLAGE	692.00	692.00
2523	HOA Fees	WINTHROP	624D	624D HERITAGE VILLAGE	692.00	692.00
2524	HOA Fees	WINTHROP	664A	664A HERITAGE VILLAGE	692.00	692.00



3 Condo # and Land Records #10185

Here's a snippet of the customer maintenance screen with the **Condo#** field highlighted for reference.

This table lists all the condo numbers and their unit numbers, along with the volume and page numbers for each.

The screenshot shows a software interface with several tabs at the top: 1 Customer, 2 Owners, 3 Residents, 4 Leases, 5 ReSales, 6 Attachments, 7 Bill History, 8 Trx History. The 'Mailing Address' section has a 'Same as Unit Address' checkbox. Below it are fields for Name 1, Name 2, Line1, Line2, Line3, Line4, City, State (St), Zip (00000-0000), and Country. To the right, there is a 'Class Type' dropdown menu with 'Condo#' selected and highlighted in yellow. Below that are radio buttons for 'Occupancy' (Occupied, Vacant, Flipper) and date fields for 'Demand Date', 'In-House Collection', 'Attorney Date', and 'Foreclosure Date'.

The Volume and Page refer to the property's county recording used in resale and closing documents. Each Condo# has specific Declarations that must be included in any resale packet.

The "declarations" column includes a **ReSale Docs** button that links to the resale documents for each Condo #.

Each of the 2580 units in the complex has an assigned Condo#. These numbers are shown in the Unit # column of the table. For example, Condo# 02 covers units 43 through 83.

The screenshot shows a software window titled "[HVMA] 10185-Condo# and Land Records". The window has a menu bar (File, Edit, Ledgers, Purchase Orders, Accounts Payable, Human Resources, Budget, Collections, Tax, Motor Excise, Misc Billing, System, Favorites, Help) and a toolbar. The main area displays a table with columns: CN#, Unit #, Volume, Page, and Declarations. The 'Declarations' column contains a button labeled 'ReSale Docs'. Two rows are highlighted in yellow: row 01 (Unit # 10-42, Volume 84, Page 46) and row 02 (Unit # 43-83, Volume 86, Page 344). A blue box highlights the 'ReSale Docs' button in the 'Declarations' column for row 02. Another blue box highlights the 'ReSale Docs' button in the 'Declarations' column for row 01.

CN#	Unit #	Volume	Page	Declarations
01	10-42	84	46	ReSale Docs
02	43-83	86	344	ReSale Docs
05	160-175, 179-210	91	70-71	
06	211-239	92	397-460	
07	240-254, 263-279	93	294-357	
08	280-321, 388-390	94	490-555	
09	255-262, 392-417	96	66	
10	322-375	96	265	
11	419-438	97	512	
12	439-493	614	354	
13	494-535	101	152	
14	536-569	102	453	
15	570-603	104	350	
16	604-654	119	710	
17	682-711, 1016-1039	117	1020	
18	720-765	106	69	
19	766-805	893	879	
20	960-1015	116	109	
21	908-969	111	399	
22	855-907	113	707	
23	806-854	110	126	
24	1-8, 655-680, 1040-1042	121	1074-1148	

Click on the desired CN#, then click the **ReSale Docs** button to see the screen shown in the image in section 3.1 below. It lists all the associated documents needed for the resale packet for a given condo number.



3.1 Condo # Re Sale Declarations Documents #10187

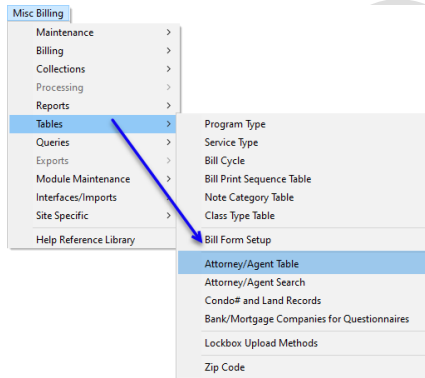
When sending out a resale packet, it must contain the declarations for the specific condo number being sold.

For instance, condo# 02 corresponds to customer# 43 through 83. If customer 53A is selling, the packet should include any documents related to that condo number from this screen.

Seq#	Description	Filename
1	Condo #2	Condo 2 Declaration.pdf
2	Amendment #1	Amendment Condo 2 Declaration.pdf
3	Amendment #2	2Amendment Condo 2 Declaration.pdf

This includes documents specific to a condo number, such as bylaws, declarations, or amendments.

4 Attorneys and Real Estate Agents



This table has information about attorneys and real estate agents for resale and closing documents. Add the representatives of buyers and sellers here. It stores details like addresses, phone numbers, and other pertinent information.

Attorney/Agent Table

Attorney/Agent: 1000000

1 Entry | 2 Attachments | 3 History

Name: JUDY DAVIS
 Additional Name: REMAX REALTY
 Address 1: 12 PICNIC PARKWAY
 Address 2:
 Address 3:
 Address 4:
 Address 5:
 Zip Code: 06101-0000
 City: HARTFORD State: CT

Contact Name: JOHN HARRIS
 Phone 1 #: (203) 555-1313 0000
 Phone 2 #: (000) 000-0000 0000

Email Address: JHARRIS@ADMINS.COM
 Send Condo Docs via Email: Yes No

0 Edit Notes: No text available

Entered: 30-Sep-2024
 THERESA
 Changed: 30-Sep-2024
 THERESA

-- Added 30-Sep-2024 By THERESA Changed 30-Sep-2024 by THERESA Status: Attorney/Agent Active Lkup EOF UP

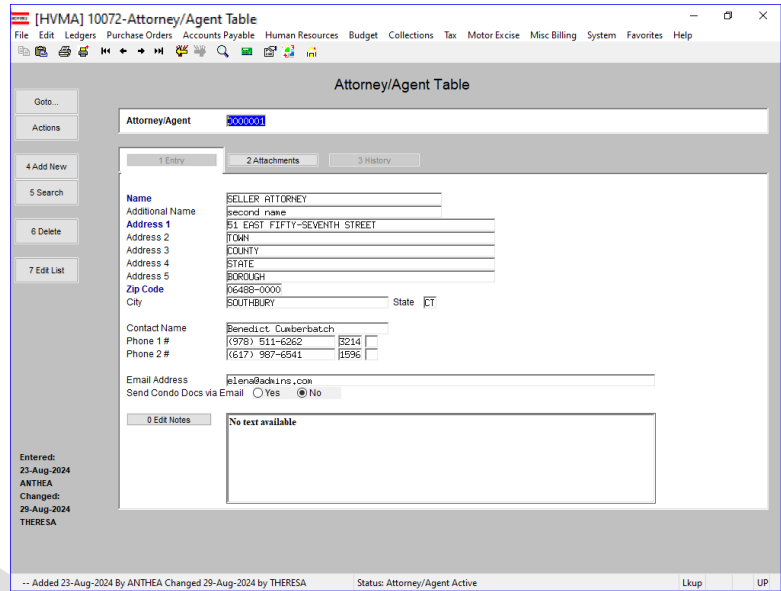
There are three tabs on this screen, Entry, Attachments, and History. Each is described in the sections below.



4.1 [Entry] Tab #10072

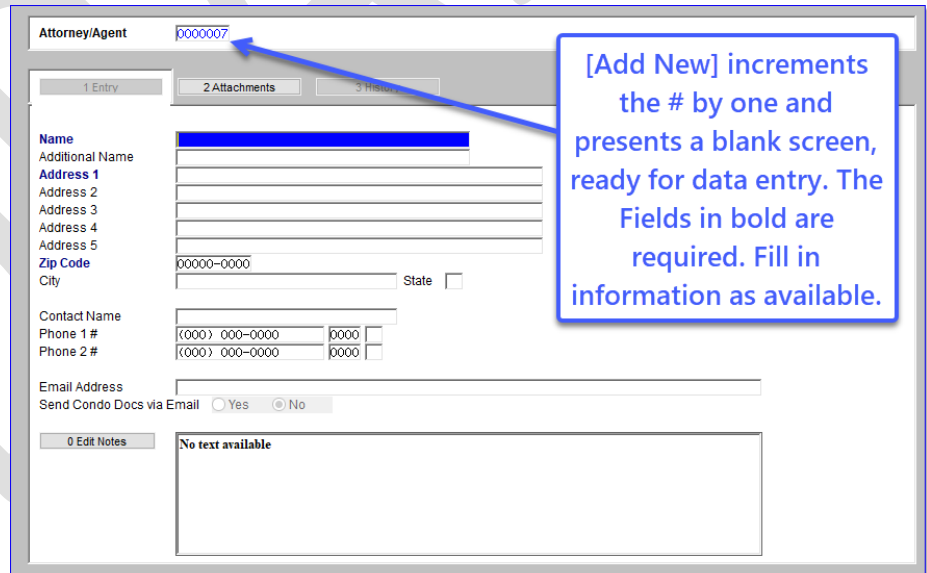
This tab holds contact information on the attorney or real estate agent, including their name, address, and notes.

Enter all Buyer’s Agents, Buyer’s Attorneys, Seller’s Agents, and Seller’s Attorneys here.




4.1.1 Add a New Attorney or Real Estate Agent

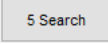
Use the **4 Add New** button to enter data for a new Agent or Attorney.

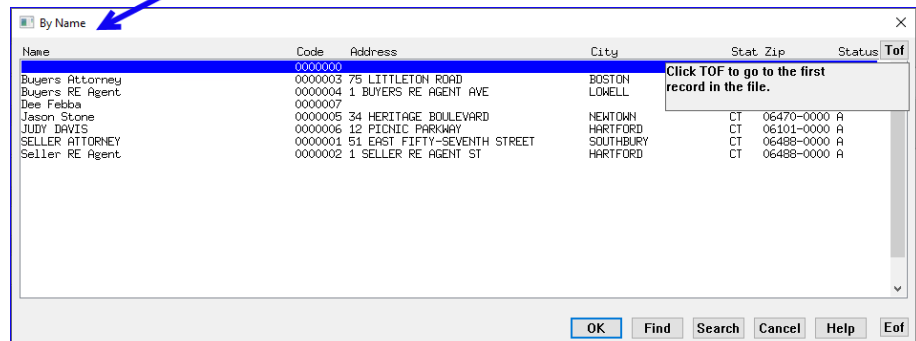
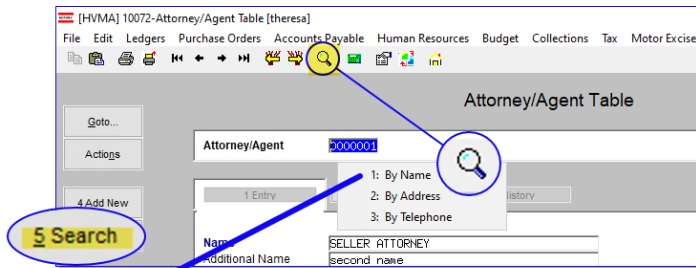




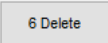
4.1.2 Search for an Existing Attorney or Agent in the Database

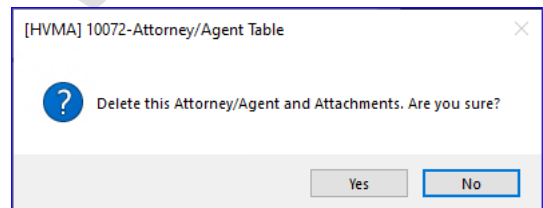
To search for an Attorney or Agent, click on the  button and search by Name, Address, or Telephone number.

Or, use the  button. See section [5 below](#) for details.



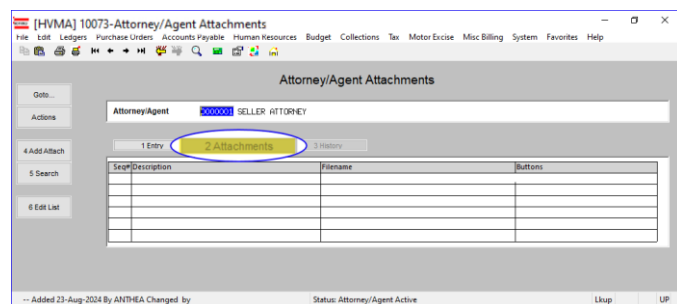
4.1.3 Delete an Attorney or Agent

To delete an attorney or agent, click on . The system will pop up this confirmation prompt. To delete the attorney or agent, click on yes. To cancel and leave the attorney/agent record as is, click on no.



4.2 Attachments

The attachments tab will contain the resale and closing documents associated with interactions involving these attorneys or real estate agents.





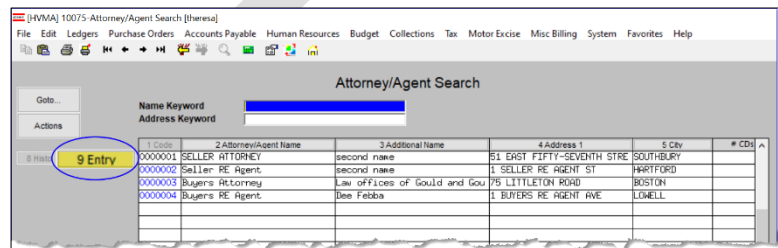
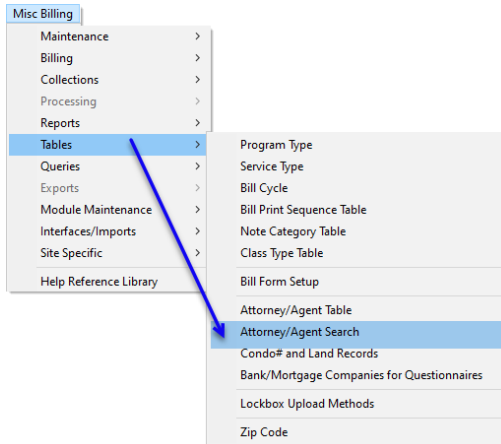
4.3 History

The history tab records any customer or condo unit transactions with the agent or attorney, displaying relevant customer information.

5 Attorney / Agent Search Screen

To access this feature, from the menu, select:

Misc. Billing ▶ Tables ▶ Attorney/Agent Search

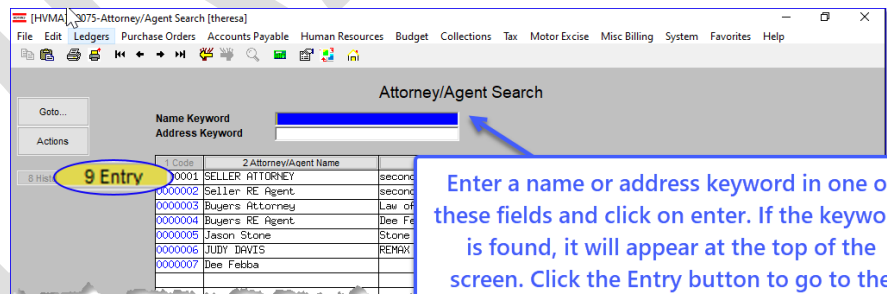


This screen allows for a search through all records by Full or partial name or address of an Attorney or Real Estate Agent for either the buyers or the sellers.

Another way to access this screen is via the **5 Search** button on the Attorney/Agent table described in section [4.1 above](#).

Type a name keyword or and Address keyword and hit enter. If the name is found, it will be brought to the top of the display.

Confirm that it is the correct attorney, and click on the **9 Entry** to open the Attorney/Agent Table screen.



Enter a name or address keyword in one of these fields and click on enter. If the keyword is found, it will appear at the top of the screen. Click the Entry button to go to the record on the Attorney/Agent Table.



If there is no match to the keyword, return to the Attorney/Agent Table screen and use the **4 Add New** to create a new Attorney or Agent.

Enter a name or address keyword in one of these fields and hit **Enter**. If the keyword is not found, it will show the blank screen. Go to the Agent/Attorney Table to add the new name(s).

Attorney/Agent Search

Name Keyword
Address Keyword

1 Code	2 Attorney/Agent Name	3 Additional Name	4 Address 1	5 City	# CDs
00000000					

Select the Entry button to edit the current Attorney/Agent. Make changes as needed.

[HVMA] 10072 Attorney/Agent table [thereas]

File Edit Ledgers Purchase Orders Accounts Payable Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Attorney/Agent Table

Go to:

Actions

4 Add New 5 Search 6 Delete 7 Edit List

1 Entry 2 Attachments 3 History

Name
Additional Name
Address 1
Address 2
Address 3
Address 4
Address 5
Zip Code
City State

Contact Name
Phone 1 #
Phone 2 #

Email Address
Send Condo Docs via Email Yes No

0 Edit Notes

6 Bank/Mortgage Company Table #10067

Misc Billing

- Maintenance >
- Billing >
- Collections >
- Processing >
- Reports >
- Tables >
 - Program Type
 - Service Type
 - Bill Cycle
 - Bill Print Sequence Table
 - Note Category Table
 - Class Type Table
 - Bill Form Setup
 - Attorney/Agent Table
 - Attorney/Agent Search
 - Condo# and Land Records
 - Bank/Mortgage Companies for Questionnaires**
 - Lockbox Upload Methods
 - Zip Code
- Queries >
- Exports >
- Module Maintenance
- Interfaces/Imports
- Site Specific >
- Help Reference Library

[HVMA] 10067 Bank/Mortgage Companies for Questionnaires [thereas]

File Edit Ledgers Purchase Orders Accounts Payable Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Bank/Mortgage Companies for Questionnaires

Go to:

Actions

1 Add Bank 2 Edit List

Bank Code

Name

Address 1
Address 2
Address 3
Zip Code
City
State

--- Added 24-Sep-2024 By THERESA Changed by Status: Bank Active Lkup UP

This table #10067 tracks which banks or mortgage companies have asked HVMA to fill out a questionnaire (Form 1076). At present, only the Bank Code and Name fields are required. More information on this screen is found in **MB-645 HVMA Bank Questionnaire** in the Help Reference Library.



7 Included in Each Packet

This lists the components of each packet generated from the lease or resale of a unit.

7.1 Lease

1. Lease document generated by Crystal Reports.

7.2 Resale

1. Resale docs generated by Crystal Reports.
2. Insurance coverage document (file name and location found on [Bill form Table Insurance/Budget Tab](#)).
3. Budget Document (file name and location found on [Bill form Table Insurance/Budget Tab](#)).
4. Bylaw documents 1 & 2 (file name and location found on [Bill form Table Insurance/Budget Tab](#)). These are general to all units being sold
5. Declarations/Other Documents – this is dependent on the Condo# assigned to the customer. (filename and locations found on [Condo# and Land Record Table](#).)
6. Two Audit Reports.

7.3 Closing Documents

1. Closing documents created by Crystal.
2. Yellow (original Page #2) – should be shown on the screen for data entry.
3. Bank page (original Page #3) – can be included since no AUC data is needed.
4. Closing Waiver document generated by Crystal (right of first refusal - now part of the closing documents in Crystal).
5. They can optionally include pages #2, #3, #4, and #6 from above through the pre-set forms tab on the create a resale screen. Declarations are only included in the resale packet.