

# EAST COAST MAINTENANCE & MANAGEMENT

410 S MILITARY TRAIL  
DEERFIELD BEACH, FL 33442  
(954) 428 7015

## 2024 OPTION REQUEST FORM

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Association: \_\_\_\_\_

# of units: \_\_\_\_\_

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Coupons are automatically sent to homeowners **NOT** currently enrolled in ACH

- **Late Fees:**  
Your documents allow your association to assess up to \$25.00 as a penalty for payments received after 10 days. Please indicate below what your policy for 2024 will be.
- **Coupons:**  
Printing and/or bank charges applicable. Association will be charged.
- **Coupons Return Labels**  
Will be included at no additional fee.

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Late Fee Policy:	Amount	After 10 days	After 15 days	After 30 days
YES/NO	\$ _____			

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Coupon Delivery: Via Mail (Postage will be charged)

Deliver to Association for distribution

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Return Envelopes: YES/NO Association will be charged \$.60 per booklet

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Insurance Agent: \_\_\_\_\_ Financing \_\_\_\_\_ Pay in Full \_\_\_\_\_

Rental Buildings: YES  NO

Laundry Contract: YES  NO

Vendor: \_\_\_\_\_

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Approved by: \_\_\_\_\_  
(Board President Or Board Member Signature)

\_\_\_\_\_ Date