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We accept RELAY calls

ATTORNEY CONTROL SHEET

(for use by client or management to turn delinquent accounts over to attorneys for collection)

Please email completed form along with statement of account, etc... to:

sanderson@el-grp.com AND elg@el-grp.com

We will send an email confirmation acknowledging receipt of the account being received for collection. If you do not receive an email acknowledgment from us, please send the email again.

Name of Association: _____

Date Acct Referred: _____

Name of [Unit/Lot] Owners: Owner # 1 _____

Owner #2 _____

Owner #3 _____

Address of Property: _____

Mailing Address - Owner(s): _____

Assessment Fee: Regular: \$ _____ Special: \$ _____

Close Lock-out/Lockbox Yes: _____ **Date Closed:** _____

Copy Final Notice Attached: Yes: _____ **Date Sent:** _____

A CURRENT STATEMENT OF ACCOUNT IS ATTACHED: Yes: _____ No: _____

• You must provide any information you have concerning debtor's Bankruptcy or representation by counsel!*

(Information below is helpful, however is optional and not required at time account turned over)

Copies of: Personal Checks: Yes: _____ No: _____ **Ordered:** Yes _____ No _____

Other Owner Information: Place of Employment: _____

Telephone: _____ Cell Phone No: _____

E-mail/Other contact: _____ Other Information: _____