

**Sand Castle  
Property Management**  
*Where Your Home Is Your Castle*  
815 East Eighth Street, Anderson, IN 46012  
Telephone: (765) 640-0336 Facsimile: (765) 642-3898



To: \_\_\_\_\_ Fax/Email: \_\_\_\_\_

Date: \_\_\_\_\_ Pages: \_\_\_\_ (including this page)

**HOA DUES ASSESSMENT LETTER**

Sand Castle Property Management, Inc. is the agent for:  
\_\_\_\_ Mustin's Scatterfield Village Homeowner's Association Sections 6-7-8

**Please complete the following information and return this sheet to our office via fax for us to comply with your request.**

**Closing Date:** \_\_\_\_\_ **Closing Title Company:** \_\_\_\_\_  
**Property being purchased:** \_\_\_\_\_  
**Purchaser:** \_\_\_\_\_  
**Purchaser's mailing address:** \_\_\_\_\_  
**Purchaser's Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

The information provided below is regarding homeowner's association charges for the following property:

Current Resident/Owner: \_\_\_\_\_

As of this date, this account is:      CURRENT      PAST DUE

Past Due Balance Homeowner's Association Charges:      \$ \_\_\_\_\_

Current Charges: \$ \_\_\_\_\_ per      YEAR      QUARTER      MONTH

Next Payment Due Date: \_\_\_\_\_      HOA Transfer fee: \$ \_\_\_\_\_

There are no special assessments or dock fees affecting the property.

Please submit payments to: SCPM, 815 East 8<sup>th</sup> Street, Anderson, IN 46012

Sand Castle Property Management, Inc. by: \_\_\_\_\_  
\_\_\_\_\_, Printed Name and Title