

RIVER'S EDGE PLANTATION COMMUNITY ASSOCIATION, INC.

P.O. Box 142488 • Fayetteville, GA 30214 • (678) 817-7082 • www.repca.org

LEDGER AND PROPERTY COMPLIANCE REQUEST FORM

Please complete this form and **mail** it to the address above along with your \$25 check or money order for the Ledger and Property Compliance Request fee.¹ Each form is valid for *one* property only. If you own multiple properties, you must submit a separate form and \$25 payment for each ledger request.

No ledger and property compliance requests can be made over the phone or via email.

Upon receipt of payment and completed form, your property will be reviewed, and an updated ledger will be mailed to the address on file within 30 days. If you do not receive your ledger within this time frame, please contact the REPCA Office at (678) 817-7082 to follow up on your request.

Please keep a record of your payment and form for your personal files.

HOMEOWNER INFORMATION

Owner Name(s): _____

Property Address: _____

Mailing Address (if different): _____

Phone Number: _____

Email Address: _____

PAYMENT DETAILS

Additional Ledger Fee: \$25.00

Payment Type: ☐ Check ☐ Money Order (Check/Money Order #: _____)

¹ Please note: This form is not intended for any request to the Association made pursuant to OCGA § 44-3-232. Please allow up to thirty (30) days for a written response to the Ledger and Property Compliance form to evaluate the status of fines, compliance, incurred attorney fees, etc. pertaining to the account.

OWNER/AUTHORIZED REPRESENTATIVE AUTHORIZATION

By signing below, I request a copy of my property ledger and acknowledge that I have included the \$25 fee. I understand that upon receipt and confirmation of payment, the updated ledger will be mailed within 30 days to the address on file.

Owner Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____

Received By: _____

Payment Verified: ☐ Yes ☐ No

Ledger Mailed (Date): _____

Processed By: _____

Notes:
