

**EQUITY REAL ESTATE, INC.**  
**A Full Service Firm in Management, Sales & Leasing**  
**201 Wellborn Road**  
**College Station, Texas 77840**  
**(979) 696-4464 \* Fax (979)-696-0234**  
**Website: [equitybcs.com](http://equitybcs.com)**  
**Email: [hoa@equitybcs.com](mailto:hoa@equitybcs.com)**

Dear Waterwood Townhome Owner:

Re: HOA information

Important information you should know.

- All HOA dues are \$120.00 monthly, due by the 1<sup>st</sup> of the month.
- Any HOA dues received after the **10<sup>th</sup> of the month will incur late fees.**
- Please include on the check WW unit #.
- Make checks payable to Equity Real Estate, Inc. No cash please!
- Payments can be mailed or dropped of at our office (slot by door for after hours).
- Payments received are posted against the oldest outstanding month.
- Dues not received by the 10<sup>th</sup> of the month for current dues will be assessed a late fee of \$15.00. An additional \$15.00 administrative collection fee will be assessed per collection action (i.e. notices, letters, phone calls) taken for collection of dues. If your account is sent to the attorney for collection, you will be responsible for any attorney fees incurred.
- Due to cost, the association does not provide monthly bills or mail receipts for payment. Late notices will be mailed monthly. Biannual statements will be provided to all owners.
- When calling the office, please identify yourself and the nature of your call so the staff can best direct your call.

**We may be contacted 24 hours a day:**

- 1) **Call - (979) 696-4464, if after hours we have a 24 hr phone service**
- 2) **Fax - (979) 696-0234, the fax machine is on 24 hours a day**
- 3) **Email us at - [hoa@equitybcs.com](mailto:hoa@equitybcs.com)**

Payments (please no cash) for your HOA dues are **payable and mailed or dropped off** to the following:

**Equity Real Estate Management, Inc.**  
**201 Wellborn Road**  
**College Station, TX 77840**

Equity Real Estate is a full service firm. If we can assist you with Management or Sales please let us know.

Thank You,  
Deborah Honthumb  
Equity Real Estate Management

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## Owner Information

November 2, 2007

Please fill out the following information so we may update our records & return to our Office. Only fill out this form if you have not previously done so or if any of your information has changed.

**Owner(s) Name:** \_\_\_\_\_

Unit(s) Owned: WW # \_\_\_\_\_ Mailing Address if different

Owner(s) Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Owner(s) Contact information:

Name: _____	Name: _____
Home: (____) ____ - _____	Home: (____) ____ - _____
Work: (____) ____ - _____ ext. ____	Work: (____) ____ - _____ ext. ____
Cell: (____) ____ - _____	Cell: (____) ____ - _____
Email: _____	Email: _____

Management Company Information: (only if you have someone/company manage your property)

Contact Person: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone #: \_\_\_\_\_

When vacancies become available on the Associations board, would you be interested in being considered? Yes \_\_\_\_\_ No \_\_\_\_\_

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## Resident Information

(For non-owner resident – To be filled out by Owner)  
 November 2, 2007

Please fill out this form if someone other than your self (the Owner) lives in the unit. Provide information also for family members residing in unit if not Owner.  
 (Only required if previously not provided or information has changed)

Waterwood # \_\_\_\_\_ |

Owner's Name \_\_\_\_\_ |

Owner's Phone # \_\_\_\_\_ |

Name of Resident(s):

\_\_\_\_\_  
 Related to Owner

\_\_\_\_\_  
 Related to Owner

Resident's Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resident's Phone #(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resident's Vehicle Description:

\_\_\_\_\_  
 Vehicle License Plate Number:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_