



# Association Profile

The Association Profile in Condo Manager allows saving and consulting all crucial information about your association, such as its legal name, complete address and other information, e.g.

- Starting and ending dates of the financial year
- Frequency of the regular assessment (monthly, quarterly, semi-annually or annually)
- Personalized format to be used for the association invoices and statements of accounts
- Insurance contracts with due date automatically put in the To Do List
- Parameters for calculating the maintenance fees
- Accounts to be used for several automatic functions so that you don't have to choose them each time
- Parameters for late payments
- Messages to be printed on statement of accounts
- Direction to get to the association and instruction on how to get the entry code
- All communications (letters, emails, phone calls, etc.) related to the association

You may also

- Attach or scan an unlimited number of files to the association profile (e.g. by laws, CC&R conventions)
- Print an "On Call" form on a single sheet of paper with all the info that will be needed when on the property

**Association**

Account Ranges   Insurances   Undo   Print Label...   Print...   Communications   Save   Exit

**General**   Invoicing   Late Payments   Statements & Invoices   Image   Notes   Others   Direct Payment   Lockbox   Directions   Attached Files

Official Name (Used on Reports):  \*

#:  Street:  Apt:

City:  State:  Zip:

Country:

Web Site:  Visit Web Site

E-mail:  Send Email

Phone:  Fax:

Association Type:  
 Condominiums  
 HOA

Beginning of Financial year:  \*   End of Financial Year:  \*

Janitor  
Name:  Home phone:   
Cell./Pager:

Responsible for:

Tax ID: