PROFESSIONAL HOA SERVICES INC
Community Association Management

CAM Services Proposal Request Form

Complete and return to request a customized management proposal

Please complete all sections and return this form to PHS by email at info@prohoas.com or by mail to 425 Cross St., Ste. 113 | Punta Gorda, FL 33950. A PHS representative will contact you within 2 business days to discuss your community's management needs.

SECTION 1 — COMMUNITY INFORMATION

Community / Association Name:	Full legal name of the association
Property Address:	Street address of the community
City, State, ZIP:	
County:	Charlotte / Lee / Sarasota / Other: _____
Association Type:	HOA (FL 720) / Condominium (FL 718)
Number of Units / Parcels:	Total number of homes or units
Year Community Established:	
Current Annual Budget (approx.):	$

SECTION 2 — BOARD CONTACT INFORMATION

Board President Name:	
President Phone:	
President Email:	
Board Secretary Name:	
Secretary Phone:	
Secretary Email:	

Preferred Contact Method:	Phone / Email / Either
Best Time to Contact:	Morning / Afternoon / Evening

SECTION 3 — CURRENT MANAGEMENT SITUATION

Currently Self-Managed?:	Yes / No
Current Management Company:	Name (if applicable)
Contract Expiration Date:	MM/DD/YYYY or Month-to-Month
Reason for Seeking New Management:	
Primary Challenges:	

SECTION 4 — SERVICES NEEDED

■ Full-Service CAM Management	■ Financial & Bookkeeping Services
■ Administrative Services Only	■ Compliance & Enforcement
■ Maintenance Coordination	■ Meetings & Election Management
■ Insurance Administration	■ Disaster Recovery Assistance

SECTION 5 — ADDITIONAL INFORMATION

Desired Start Date:	MM/DD/YYYY or ASAP
How Did You Hear About PHS?:	Referral / Internet / Social Media / Other
Additional Comments:	

Authorized Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

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