

**PNC MORTGAGE
EXISTING/ESTABLISHED CONDOMINIUMS
WORKSHEET/QUESTIONNAIRE**

PROJECT NAME: The Dana Point CITY, STATE: Arlington Hts, IL

- 1 a) HOA MGMT Is project being managed by HOA or by MANAGEMENT COMPANY
- 1 b) If Management Company, provide name & phone no. of Management Co. LMS 847-459-0000
- 1 c) What is the term of the Management Contract? 2 yr
- 1 d) Yes No Does the Management Contract's termination provision require a penalty payment or advance notice of more than 90 days?
- 1 e) Yes No Does the Management Company handle any funds for the HOA (deposits, writing checks to be signed by board, collecting dues/assessments, etc.)?
- 1 f) Yes No Is the HOA operated by any volunteers or non-compensated employees? NOTE: This question does NOT pertain to Management Company ONLY HOA.
- 2 a) Yes No Is the project part of a larger Master/Umbrella Association?
- 2 b) If Yes, what is Master/Umbrella Association's name & phone no.?
- 3) Yes No Is subject unit available for immediate occupancy at the time of the closing of the mortgage? NOT KNOWN
- 4 a) ATTACHED DETACHED Is the project made up of ATTACHED or DETACHED units? NOTE: Attached means more than one condo dwelling unit per lot
- 4 b) Yes No If DETACHED, do the unit owners own the land with their unit? NOTE: Detached means one condo dwelling unit per lot
- 5 a) Yes No Is the project made up Modular or Manufactured Homes?
- 5 b) If Yes, please circle which type project contains: MODULAR MANUFACTURED HOMES
- 6) Yes No Can the project be expanded beyond its current size? If Yes STOP! You must complete the New Construction/New Conversion Worksheet/Questionnaire
- 7 a) Yes No Do the unit owners control the Homeowner's Association? If No STOP! You must complete the New Construction/New Conversion Worksheet/Questionnaire
- 7 b) If Yes, what date did the control pass? 1978-79
- 8) Yes No Will the units in the project be owned fee simple? If No, provide copy of Leasehold/Ground Lease
- 9 a) Yes No Is the development a conversion of existing building(s)?
- 9 b) If Yes, what date was conversion completed? 1978 (APTS)
- 9 c) Non Gut Total Gut If conversion, is conversion type a Non-Gut or Total Gut (Non-Gut are cosmetic conversions. Total Gut would include new plumbing, wiring, etc.)
- 10 a) Yes No Is the Developer renting/leasing any units in the project?
- 10 b) If Yes, list how many:
- 11 a) Yes No If project contains more than 10 units, does a single entity own more than 10% of the total units in the project?
- 11 b) Yes No If project contains 10 units or less, does a single entity own more than one unit?
- 11 c) If MULTIPLE PURCHASERS in project, list how many units each person owns: A Few owners have 2 units, each
- 12) Yes No Is the Association a part of any litigation? If Yes, please complete Litigation Worksheet
- 13) Yes No Does project have documents on file with the Securities and Exchange commission?
- 14) Yes No Is the project a Common Interest Apartment/Community Apartment which is owned by several owners as tenants in common?
- 15) Yes No Does the project have any non-incidental business operation owned or operated by the HOA (restaurant, spa, health club, etc.)?
- 16 a) Yes No Does project contain any commercial, industrial, office, institutional use and or hotel/motel?
- 16 b) If Yes, please Explain:
- 16 c) If Yes, provide percentage of square footage: _____ %
- 16 d) If Yes, provide number of commercial units: _____
- 16 e) Yes No Are the commercial units part of the HOA?
- 17) Yes No Are the recreational facilities leased/rented? If Yes, provide a copy of the Recreational Lease.
- 18 a) Yes No Are there any special assessments being collected?
- 18 b) If Yes, please describe the nature & purpose of assessment, including the total assessment being collected.
- 19 a) Yes No Does the project contain or permit an individual to purchase 2 or more units under a single mortgage or deed?
- 19 b) If Yes, please Explain:
- 20 a) Yes No Does the project contain any live-work units?
- 20 b) If Yes, provide number of live-work units: _____
- 21) Yes No Does the project contain any units used as Assisted Living Units or does the project provide Assisted Living accommodations?
- 22) Yes No Can the units be leased for less than 30 days?
- 23 a) Yes No Do the unit owners have access to a rental agency (mandatory or voluntary) that handles unit rentals?
- 23 b) If Yes, please Explain:
- 24 a) Yes No Do the unit owners have access to a registration desk (mandatory or voluntary)?
- 24 b) If Yes, please Explain:

verified 01/11/13 Justin Ray AS AGENT

- 25) Yes No Does the project have any daily cleaning service for the unit owners?
 26) Yes No Does the project contain characteristics of hotel, motel, vacation condo, resort condo or Condomotel?

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- 27) Yes No Does the project contain any timeshare or segmented ownership?
 28 a) Yes No Is the project a hotel or motel conversion (or conversion of other similar transient property)?
 28 b) If Yes, please Explain:
 29) Yes No Does project contain any of the following amenities?
 If Yes, check all amenities/services project provides (provide explanation of service(s) if applicable):
☐ Restaurant/Food Service ☐ Commercial Units (i.e. boutiques, etc.) ☐ Rental Agency
☐ Daily Maid/Cleaning Service ☐ Timeshare/Segmented Ownership ☐ Bellman/Concierge
☐ Public Use Meeting/Conference Facilities ☐ Mandatory Rental Pool ☐ Centralized Electronic Key System
☐ Centralized telephone/television System ☐ Nightly Rental ☐ Voluntary Rental Pool
☐ Check-In/Check-Out Registration Desk
 30) Yes No Do the project's legal documents require the homeowners' association and any management company to adhere to one or more of the below financial controls?
 1. Separate bank accounts are maintained for the working account and the reserve account, each with appropriate access controls, and the bank in which funds are deposited sends copies of the monthly bank statements directly to the homeowners' association.
 2. The management company maintains separate records and bank accounts for each homeowners' association that uses its services, and the management company does not have the authority to draw checks on, or transfer funds from, the homeowners' association's reserve account.
 3. Two members of the Board of Directors must sign any checks written on the reserve account.
 Do the governing documents require the Condominium Unit owners to insure Fixtures, improvements, alterations and equipment within the individual Condominium Units, regardless of ownership?
 31) Yes No
 32 a) What is the TOTAL ANNUAL income of all HOA dues and assessments? \$ 2,040,844
 32 b) What line item on the budget accounts for potential insurance deductible amount? N/A
 33) 504 Current number of units that are more than one month delinquent on payment of Association Fees or Assessments
 34) 504 Number of residential units in project (include all legal phases).
 35) 504 Number of legal phases?
 36) 0 Number of residential units 100% completed.
 37) 0 Number of residential units that are less than 400 square feet of space.
 38) 6 Number of residential units that are low to moderate housing (if any)
 39) 88 Number of buildings in project.
 40) 504 Number of residential units in subject building.
 41) 0 Number of residential units sold and closed including all resales.
 42) 366 Number of residential units under contract to be sold.
 43) 0 Number of residential primary residence units
 44) 138 Number of residential second home units
 45) 4 Number of residential rental units (non owner-occupied) including any units rented by developer.
 46) 4 Number of residential REO/bank owned units that are for sale (not rented)

I, the undersigned, certify that to the best of my knowledge and belief, the information and statements contained on this form and the attachment are true and correct.

Masha Zangerman 1-11-13 847-459-0000
 Signature of Preparer Date Phone Number
Masha Zangerman Closing Dpt, LMS
 Print Name Title
847-459-3003
 Fax Number
 Project's Website Email Address



PNC Mortgage
 3232 Newmark Drive • Building #1-3
 Project Review Department
 Marietta, Ohio 45752
 Telephone (937) 810-2453

DECLARATIONS AND BYLAWS CERTIFICATION

*This is to be considered a 30 day written request to be notified
 and provided with any proposed amendments/exhibits filed.*

This is to certify that the attached Declarations and Bylaws (a.k.a. Master Deed; Covenants, Conditions and Restrictions) provided to PNC Mortgage are final, complete and include all applicable Amendments/Exhibits. If any subsequent Amendments, Exhibits or Supplements to the Declarations and Bylaws are filed here after we will provide PNC Mortgage with a complete filed (recorded) copy at the above address.

_____	_____	_____
Condominium Representative	Title	Date
_____	_____	_____
Condominium Name	City	State

LMS does not sign this form.

	2013 BUDGET	2012 BUDGET	INCREASE (DECREASE)
INCOME			
ASSESSMENT INCOME			
5120 Rental Income	67,260.00	67,260.00	0.00
5220 Rental Vacancy	0.00	(4,860.00)	4,860.00
5130 Assessments	1,258,300.00	1,305,472.00	(47,172.00)
5135 Replacement Reserve Assessment	485,174.00	499,824.00	(14,650.00)
5136 Operating Contingency	0.00	4,800.00	(4,800.00)
5137 Special Assessment	0.00	0.00	0.00
5151 Bank Loan Payment	140,650.08	21,000.00	119,650.08
TOTAL ASSESSMENTS:	1,951,384.08	1,893,496.00	57,888.08
FINANCIAL INCOME			
5417 Interest Income - Reserve Accounts	800.00	2,700.00	(1,900.00)
5418 Interest Income - Operating Account	100.00	600.00	(500.00)
TOTAL FINANCIAL:	900.00	3,300.00	(2,400.00)
OTHER INCOME			
5301 Laundry Room Income	52,000.00	50,600.00	1,400.00
5903 Late Fees	3,600.00	4,200.00	(600.00)
5909 Miscellaneous Sundry Income	1,000.00	6,000.00	(5,000.00)
5913 Legal Fees & Tax Rebate Charged Back	0.00	1,200.00	(1,200.00)
5914 Fines & Violations	600.00	600.00	0.00
5915 Document Sales Fees	6,000.00	3,000.00	3,000.00
5919 Moving Fees	10,000.00	4,500.00	5,500.00
5990 Storage Lockers Fees	15,360.00	12,860.00	2,400.00
TOTAL OTHER:	88,560.00	83,080.00	5,500.00
TOTAL INCOME:	2,040,844.08	1,979,856.00	60,988.08

	2013 BUDGET	2012 BUDGET	INCREASE (DECREASE)
EXPENSES			
ADMINISTRATIVE EXPENSES			
6311 Office	4,500.00	4,524.00	(24.00)
6312 Office Equipment	6,300.00	5,820.00	480.00
6313 Printing	3,420.00	3,420.00	0.00
6314 Postage	2,700.00	2,700.00	0.00
6320 Management Fee	154,000.00	142,140.00	11,860.00
6330 Social Activity	1,200.00	1,500.00	(300.00)
6340 Legal Retainer	9,000.00	6,000.00	3,000.00
6341 Legal Collection Expense	0.00	900.00	(900.00)
6350 Accounting Fee	9,000.00	7,000.00	2,000.00
6355 Payroll Processing	864.00	1,092.00	(228.00)
6360 All Telephone Systems	18,040.00	27,600.00	(11,560.00)
6363 All Fire Protection Systems	22,710.00	19,500.00	3,210.00
6377 Bad Debts/Write Offs	12,000.00	6,000.00	6,000.00
6380 Newsletter/Communication	1,800.00	1,200.00	600.00
6381 Recording Secretary	0.00	1,152.00	(1,152.00)
6383 Renting Expense	2,500.00	5,100.00	(2,600.00)
6387 Bank Service Fees	4,008.00	5,880.00	(1,872.00)
6390 Miscellaneous Expenses	500.00	1,200.00	(700.00)
TOTAL ADMINISTRATIVE:	250,542.00	242,728.00	7,814.00
OPERATING EXPENSES			
6431 Janitorial Supplies	2,000.00	3,000.00	(1,000.00)
6432 Janitorial Service	73,080.00	101,220.00	(28,140.00)
6433 Bulbs & Tubes	5,004.00	3,960.00	1,044.00
6434 Staff Uniforms	1,200.00	1,200.00	0.00
6435 Locks/Keys/Transmitters	5,000.00	4,500.00	500.00
6441 Vehicle Expense	900.00	1,200.00	(300.00)
6450 Electricity	90,500.00	90,300.00	200.00
6451 Water	115,000.00	108,600.00	6,400.00
6452 Gas	101,970.00	99,000.00	2,970.00
6460 Building Equipment	5,990.00	11,640.00	(5,650.00)
6462 Exterminating	9,220.00	7,520.00	1,700.00
6469 Garbage Chutes & Compactors	4,000.00	3,104.00	896.00
6470 Garbage Collection	41,604.00	41,604.00	0.00
6491 Licenses & Fees	3,954.00	3,400.00	554.00
TOTAL OPERATING:	459,422.00	480,248.00	(20,826.00)
POOL EXPENSES			
6500 Pool - Contract	28,604.00	26,800.00	1,804.00
6501 Pool - Chemicals & Supplies	1,500.00	1,200.00	300.00
6503 Pool - Maintenance and Repairs	2,000.00	1,500.00	500.00
6506 Pool - Tags & Miscellaneous	1,200.00	1,200.00	0.00
TOTAL POOL:	33,304.00	30,700.00	2,604.00

	2013 BUDGET	2012 BUDGET	INCREASE (DECREASE)
MAINTENANCE EXPENSES			
6514 Security Systems	12,000.00	12,000.00	0.00
6520 Tree Care Contract	17,295.00	17,520.00	(225.00)
6521 Landscape Supplies	25,110.00	31,660.00	(6,550.00)
6525 Landscape Maintenance Contract	93,800.00	90,120.00	3,680.00
6527 Road Seal Coating & Repairs	10,000.00	19,100.00	(9,100.00)
6530 De-Icing Agents	30,000.00	30,000.00	0.00
6541 Staff Purchased Repairs Materials	4,200.00	4,200.00	0.00
6542 General Contractor Repairs	4,504.00	6,000.00	(1,496.00)
6543 Carpet Cleaning	26,582.00	33,470.00	(7,888.00)
6545 Roof Repairs	17,000.00	16,000.00	1,000.00
6549 Maintenance Staff Payroll	133,603.00	144,792.00	(11,189.00)
6550 Elevator Repairs	33,912.00	33,360.00	552.00
6552 HVAC Repairs	10,000.00	15,000.00	(5,000.00)
6554 Concrete Repairs	5,000.00	7,000.00	(2,000.00)
6555 Electrical Repairs	4,800.00	3,600.00	1,200.00
6556 Plumbing Repairs	15,120.00	15,120.00	0.00
6559 Masonry Repairs	40,000.00	36,000.00	4,000.00
6562 Interior Painting	4,020.00	7,020.00	(3,000.00)
6565 Exterior Painting	5,000.00	9,700.00	(4,700.00)
6593 Garage Repairs	24,000.00	20,000.00	4,000.00
TOTAL MAINTENANCE:	514,946.00	551,662.00	(36,716.00)
TAX & INSURANCE			
6711 Employees FICA	10,800.00	10,800.00	0.00
6712 Employees Federal U.E.C.	500.00	172.00	328.00
6713 Employees State U.E.C.	500.00	1,230.00	(730.00)
6720 Property Insurance	131,806.00	122,846.00	8,960.00
6721 Employees Workman's Compensation	5,600.00	5,600.00	0.00
6723 Employee Health Insurance	7,600.00	13,512.00	(5,912.00)
TOTAL TAX & INSURANCE:	156,806.00	154,154.00	2,652.00
TOTAL OPERATING EXPENSES:	1,415,020.00	1,454,232.00	(44,472.00)
NET OPERATING INCOME :	625,824.08	525,624.00	105,460.08
FINANCIAL REQUIREMENTS			
6830 Interest on Note Payable	11,948.52	21,000.00	(9,051.48)
2321 Note Payable	128,701.56	0.00	128,701.56
TOTAL FINANCIAL REQUIREMENTS:	140,650.08	21,000.00	119,650.08

	2013 BUDGET	2012 BUDGET	INCREASE (DECREASE)
TRANSFER TO RESERVES			
6898 Operating Contingency	0.00	4,800.00	(4,800.00)
6899 Replacement Reserve Deposit	485,174.00	499,824.00	(14,650.00)
TOTAL RESERVES :	485,174.00	504,624.00	(19,450.00)
RESERVE ACTIVITY			
7005 OPERATING RESERVE DEPOSIT	0.00	4,800.00	(4,800.00)
7010 REPLACEMENT RESERVE DEPOSIT	485,174.00	499,824.00	(14,650.00)
TOTAL RESERVE DEPOSITS :	485,174.00	504,624.00	(19,450.00)
RESERVE EXPENDITURES			
7927-2 OFFICE	0.00	1,200.00	(1,200.00)
7927-3 CLUBHOUSE	0.00	1,200.00	(1,200.00)
7927-4 POOL	2,400.00	3,500.00	(1,100.00)
7927-5 LANDSCAPING	0.00	22,135.00	(22,135.00)
7927-6 STREET LIGHTS	1,500.00	5,000.00	(3,500.00)
7927-7 PAVEMENT	100,000.00	40,000.00	60,000.00
7927-8 CONCRETE	3,500.00	9,500.00	(6,000.00)
7927-9 ROOF	0.00	50,000.00	(50,000.00)
7927-11 MASONRY	0.00	35,000.00	(35,000.00)
7927-12 BALCONY	220,000.00	185,000.00	35,000.00
7927-13 GUTTERS	0.00	0.00	0.00
7927-14 GARAGE	4,600.00	6,000.00	(1,400.00)
7927-17 AIR CONDITIONING/HVAC	12,000.00	10,000.00	2,000.00
7927-19 WATER HEATER	6,000.00	6,000.00	0.00
7927-20 ELEVATOR	0.00	0.00	0.00
7927-21 CARPET/FLOORING	0.00	0.00	0.00
7927-22 DECORATING	0.00	0.00	0.00
7927-23 FURNITURE	0.00	0.00	0.00
7927-25 FIRE SYSTEMA3288	12,000.00	12,000.00	0.00
7927-27 CARPENTRY	0.00	0.00	0.00
7927-28 PLUMBING	40,000.00	0.00	40,000.00
7927-29 STRUCTURAL	10,000.00	0.00	10,000.00
7927-30 PAINTING	0.00	0.00	0.00
7927-31 RESERVE STUDY	5,000.00	10,000.00	(5,000.00)
7927-32 TRASH SYSTEM	8,000.00	8,000.00	0.00
7927-33 RENTAL UNITS	2,400.00	5,000.00	(2,600.00)
7927-34 DOORS	5,800.00	5,700.00	100.00
7927-37 LANDSCAPING	0.00	0.00	0.00
7927-38 SIGNAGE	0.00	0.00	0.00
7927-42 BRICK PAVERS	0.00	0.00	0.00
7927-43 ASPHALT STREET	0.00	0.00	0.00
7927-47 FITNESS CENTER	2,000.00	3,000.00	(1,000.00)
7927-48 SOFFIT VENTS	0.00	0.00	0.00
7927-52 EXTERIOR LIGHTS	1,500.00	6,000.00	(4,500.00)
TOTAL RESERVE EXPENDITURES :	436,700.00	424,235.00	12,465.00
NET CASH FLOW, RESERVES :	48,474.00	80,389.00	(31,915.00)

DANA POINT BUDGET FOR 2013

ASSESSMENT SUMMARY SHEET

	2013 OPERATING	2012 OPERATING	% CHANGE
TOTAL OPERATING EXPENSES:	1,415,020.00	1,454,232.00	(39,212.00)
FINANCIAL REQUIREMENTS:	140,850.00	21,000.00	119,850.00
PLUS, RESERVE REQUIREMENTS:	485,174.00	504,024.00	(18,850.00)
LESS, RENTAL INCOME:	(67,200.00)	(62,400.00)	(4,800.00)
LESS, FINANCIAL INCOME:	(900.00)	(3,300.00)	2,400.00
LESS, OTHER INCOME:	(88,580.00)	(83,050.00)	(5,530.00)
TOTAL CASH REQUIRED:	1,884,124.00	1,831,096.00	53,028.00
1% OF THE BUDGET EQUALS:	18,841.24	18,310.96	530.28
AVERAGE ASSESSMENT:	314.55	305.79	8.86

DANA POINT BUDGET FOR 2013
COMBINES PERCENT OF OWNERSHIP

	# OF UNITS	UNIT %	2013 ASSESSMENT	2012 ASSESSMENT	DOLLAR CHANGE	PERCENT OF CHANGE	YEARLY TOTAL
3.4320%	24	0.00143	224.52	218.21	\$6.32	2.90%	\$64,663.14
3.4800%	24	0.00145	227.80	221.28	\$6.41	2.90%	\$65,567.52
3.5280%	24	0.00147	230.81	224.31	\$6.50	2.90%	\$66,471.90
3.6240%	24	0.00151	237.09	230.41	\$6.67	2.90%	\$68,280.68
3.6480%	24	0.00152	238.66	231.94	\$6.72	2.90%	\$68,732.85
3.6960%	24	0.00154	241.80	234.90	\$6.81	2.90%	\$69,537.23
3.7440%	24	0.00156	244.94	238.04	\$6.89	2.90%	\$70,541.61
3.8400%	24	0.00160	251.22	244.15	\$7.07	2.90%	\$72,350.36
4.7520%	24	0.00193	310.88	302.13	\$8.75	2.90%	\$89,533.58
4.8000%	24	0.00200	314.02	305.18	\$8.84	2.90%	\$90,437.96
6.8580%	34	0.00202	317.18	308.23	\$8.93	2.90%	\$129,401.64
2.0400%	10	0.00204	320.30	311.29	\$9.01	2.90%	\$38,436.13
3.5020%	17	0.00208	323.44	314.24	\$9.10	2.90%	\$55,982.03
4.9920%	24	0.00208	326.58	317.39	\$9.19	2.90%	\$94,055.47
2.1200%	10	0.00212	332.86	323.49	\$9.37	2.90%	\$39,943.43
5.1600%	24	0.00215	337.57	328.07	\$9.50	2.90%	\$97,220.80
2.6280%	12	0.00219	343.85	334.18	\$9.68	2.90%	\$49,514.78
2.6760%	12	0.00223	350.13	340.28	\$9.85	2.90%	\$50,419.16
5.4480%	24	0.00227	356.41	346.38	\$10.03	2.90%	\$102,647.08
2.8320%	12	0.00236	370.54	360.12	\$10.43	2.90%	\$53,358.39
3.3600%	12	0.00280	439.53	427.26	\$12.37	2.90%	\$63,306.57
0.5620%	2	0.00281	441.20	428.78	\$12.42	2.90%	\$10,588.78
2.8200%	10	0.00282	442.77	430.31	\$12.46	2.90%	\$53,132.30
2.4080%	12	0.00284	445.91	433.38	\$12.55	2.90%	\$64,210.85
2.3040%	8	0.00288	452.19	439.46	\$12.73	2.90%	\$43,410.22
3.4800%	12	0.00290	455.33	442.51	\$12.82	2.90%	\$55,587.52
2.0780%	8	0.00297	468.32	453.20	\$13.12	2.90%	\$44,766.79
2.4080%	8	0.00301	472.80	458.30	\$13.30	2.90%	\$45,269.71
2.4720%	8	0.00309	485.16	471.51	\$13.65	2.90%	\$46,575.55
TOTAL	499						\$1,884,124.00

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1. Payment Amount

2. Payment Type

3. Review and Submit

Receipt

Transaction # 13133028
Transaction Status Confirmed
Resident Name Daewoo Chong
Payment made by Daewoo Chong
Transaction Date Jan-11-2013 1:16 PM PST

By clicking Submit Payment below, I understand that this transaction will take three business days to be considered as Paid to my Association, (one business day for the Express Pay option, \$7.95 convenience fee), and that the date a transaction is initiated does not indicate payment being received, and that I am responsible for initiating my payments to ensure they are received on time via the transaction method selected. If we receive your payment request prior to the daily cut off time for that business day (1:45 p.m. Central time for Express Pay, or 6:00 pm Central Time for Standard eCHECK and all Credit Card Payments), that day will be the first business day for calculating processing time. Transactions submitted after the cut off time or on a non business day, will begin processing the next business day. Payments will post to the homeowner ledger the next business day after they are paid to the Association, and shall be considered received prior to any application of fees, if applicable. I also understand that if I have set up recurring payments via Auto Pay, I am responsible for any adjustment in the payment amount and for maintenance of the account settings, including frequency of payments, amounts, and cancellation. If any electronic payment is returned unpaid by your financial institution for any reason, or you elect to cancel a transaction after it has been paid to your Association, the Association may charge, and you agree to pay, a returned payment fee.

Payment
Payment Amount : \$175.00
Convenience Fee : \$0.00
Total: \$175.00

Payment Type Credit Card

Property Lieberman Management Services , Buffalo
Grove, IL, 60089

Unit 1615 E. Central Rd. #407A

Account Number

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