



Congress Square I Condominium

PO Box 360426
Strongsville, Ohio 44136
<http://csone.condohome.net>

Congress Square I Condominium

PO Box 24321
Mayfield Heights OH 44124

← Complete and return to:

All communication related to accounting and payment matters must be in writing.

Accounting Service Request

UNIT ADDRESS: _____ Williamsburg Ct., Middleburg Heights OH 44130

NAME _____

ADDRESS (if different from above) _____

PHONE (H) _____ (W) _____

Uncleared Payment(s) or Record of Payment(S) Made

_____ Listed below are checks that have not cleared my bank account within 60 days of the payment due date:

_____ Listed below are a list of all recent payments that have been made:

Check #	Date	Amount	Check #	Date	Amount
_____	_____	\$ _____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Duplicate Payment(s)

When an Auto-Pay authorization starts, it is possible an automatic payment may be processed in the same month that a check from you is received. Your account will reflect a credit balance (pre-paid) status unless you request an account review and refund of any overpayment.

Check #	Date	Amount	Auto Pay Deduction Date
_____	_____	\$ _____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other

Unit Owner Signature _____

Date _____