



# DELBE REAL ESTATE NEW OWNER INFO FORM

**THIS FORM MUST BE RETURNED WITHIN 10 BUSINESS DAYS.**

Please complete this form and return it by fax, email or mail to Delbe Real Estate, 4200 Wisconsin Ave. NW, Suite 500, Washington, DC 20016; fax: 202-237-0348; or email: [customerservice@delbe.com](mailto:customerservice@delbe.com).

NAME: \_\_\_\_\_  
BUILDING & UNIT: \_\_\_\_\_

### CONTACT INFO

- Please use my unit address for all correspondence.
- Please use the following offsite address for all correspondence:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If at any time your contact information changes, please email [customerservice@delbe.com](mailto:customerservice@delbe.com) to keep us up to date. Thank you!

Contact Phone Number: \_\_\_\_\_  Cell  Ho  
Contact Email Address: \_\_\_\_\_

### ASSESSMENT FEES:

I would like to pay my monthly assessment fees in the following manner:

- Direct Debit from my bank account - enrollment form and voided check are enclosed
- Check sent with Payment Coupon – check made payable to \_\_\_\_\_ in amount of \$6.00 enclosed for purchase of coupon book (coupon books will be ordered on the 15<sup>th</sup> of the month for coupons starting on the first of the following month – books should arrive in time for payment on the first of the following month)
- Credit Card through the Delbe website ([www.delbe.com](http://www.delbe.com)) – I understand that additional fees are associated with this payment option and I have gone to the Delbe website to set up a recurring payment.
- Online Bill Pay Through My Banking Institution – please note that your tenant code (\_\_\_\_\_) MUST appear in the top center of your check in order to be credited properly. Without this, you may receive late charges on your account. (The mailing address for online bill pay is P.O. Box 11975 Newark, NJ 07101) Checks should be made payable to your condominium association.

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### OFFICE USE ONLY:

Address confirmed in TL: \_\_\_\_\_ Payment Type Entered into TL: \_\_\_\_\_  
Coupon charge entered in TL: \_\_\_\_\_ Coupons ordered: \_\_\_\_\_  
DD form to Finance: \_\_\_\_\_