



NEW FILE SUBMISSION FORM

www.alterracollections.com

This New File Submission Form may be utilized by you to submit a new file to Alterra for collection. Please provide all necessary information and check the applicable boxes to ensure that the proper actions are taken. If you have any questions regarding the items below, please feel free to contact our office.

Homeowner Account Information:

Association Name: _____

Homeowner(s) Name: _____

Subject Property Address: _____

Mailing Address(If different
from Property Address): _____

Contact Phone Number: _____

Required Attachments:

- Current Account History
- One Time Transmittal of Collection Policy for this Association
- One Time Transmittal of the CC&RS for this Association
- Board Authorization to proceed with one of the action items listed below

Please Proceed with the Following Action:

- Initiate standard collection process (nonjudicial foreclosure route)
- Initiate lawsuit (to obtain money judgment/order for judicial foreclosure)
- Payment Plan Monitoring
- Bankruptcy Monitoring

