

NEW FILE SUBMISSION FORM



This New File Submission Form is used 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, please contact us. Thank you!

Homeowner Account Information:

Homeowner(s) Name(s): _____

Subject Property: _____

Secondary Address: _____

Contact Phone: _____

Contact Email Address: _____

REQUIRED ATTACHMENTS:

- Current Account History
- Itemization of Balance Forwards

ADDITIONAL ATTACHMENTS:

- General Session Meeting Minutes for Lien Approval (if approved)
- Pre-Lien letter with Tracking Information
- Recorded Lien
- Lien Notification w/ Tracking Information
- Special Assessment Documentation:
 1. A copy of the budget for the year where the special assessment was imposed;
 2. All notices provided to the homeowners regarding the assessments;
 3. Copy of the ballot and results of the election (if conducted);
 4. Copy of the minutes that the Board authorized the special assessments; and
 5. If levied as an "emergency assessment," the meeting minutes or communications explaining why the need for the emergency assessment.
- Reimbursement / Compliance Assessment Documentation:
 1. A copy of the individual notice and meeting (hearing) where the Board considered imposing the reimbursement assessment, at least ten (10) days prior to the meeting; and
 2. A copy of the notice of decision for the reimbursement assessment imposed.

PLEASE EMAIL THE NEW FILE SUBMISSION FORM TO NEWFILE@ALTERRACOLLECTIONS.COM
***PLEASE INCLUDE ATTACHMENTS ABOVE WHEN EMAILING THIS FORM**