



HOLD PAYMENT REQUEST
Homeowners Association Remittance Processing

DATE	MANAGEMENT CO.SELF-MANAGED ASSOCIATION		
ASSOCIATION NAME	ASSOCIATION ID (7-Char Max.)	UNION BANK CHECKING ACCOUNT NUMBER (10-Digit)	
HOMEOWNER/RESIDENT NAME	UNIT ID NUMBER (11-Char Max.)		
STREET ADDRESS	CITY	STATE	ZIP CODE

Hold Payment Requests Must Be Received By 5:00 P.M. In Order To Be Effective Our Next Business Day.

Place Hold Remove Hold

Note: Assessments not processed due to a hold status will be returned to the management company or self-managed association.

PREPARED BY	TELEPHONE NO. ()	FAX NO. ()
AUTHORIZED SIGNATURE--MANAGEMENT CO.SELF-MANAGED ASSOCIATION	DATE	
X		

Limitation of Liability: Per Customer instruction, MUFG Union Bank, N.A. ("Bank") will place, or remove, the above Hold Payment Request. Customer warrants that the requestor is authorized to execute said instructions. Bank assumes no liability to the Company, or any third-party, for any special, consequential, indirect, or punitive damages, resulting from acting, or failing to act, upon said instruction, and will act upon instruction solely in a best efforts basis. Mail identified with active Hold Payment Requests will be returned to the Customer as if erroneously received by the Bank. For additional information, please refer to the Bank's Homeowner Association Remittance Processing Service Agreement.

Complete and email to: **OCSG-LOCKBOX-MPHOA@unionbank.com** or:

Fax to: **800-322-3896** or **800-834-2287**

UNION BANK USE ONLY

COMMENTS

<input type="checkbox"/> CUSTOMER NOTIFIED BY: ▶ <input type="checkbox"/> Mail <input type="checkbox"/> Fax	TIME	AM	DATE	COMPLETED BY
		PM		
<input type="checkbox"/> ACCOUNT OFFICER CCSU NOTIFIED	TIME	AM	DATE	COMPLETED BY
		PM		