


## CONDO QUESTIONNAIRE INSTRUCTIONS FORM

To request a condo questionnaire for any community we manage, please be advised of the following information:

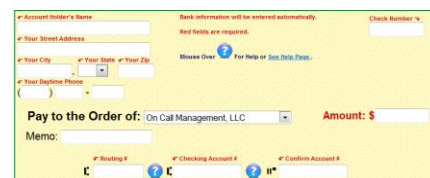
Type of Questionnaire	Time Frame to be Returned	Cost
Regular Questionnaire	7-10 Business Days	\$250.00
Rushed Questionnaire	48-72 Hours	\$350.00

### Questionnaires May be paid through 2 options:

○ Virtual Check- "VCheck"

1. Visit our website: [www.oncallmgmt.com](http://www.oncallmgmt.com)
2. Click the "PAY OCM" Tab/ Next, select 
3. Select "On Call Management" as the "Payee"
4. Enter your bank & personal information to complete the process

**\*\*If opted to pay through VCheck, please e-mail Questionnaire AND copy of payment receipt to [csr@oncallmgmt.com](mailto:csr@oncallmgmt.com)\*\***



○ Physical Checks

1. Made Payable to On Call Management, LLC
2. Sent to: On Call Management, LLC  
Attn: Condo Questionnaire Department  
4502 Inverrary Boulevard  
Lauderhill, FL 33319
3. Please include self-addressed, stamped envelope if you would like **original** Questionnaire to be returned to you, otherwise they will be **e-mailed** or **faxed** upon completion.

### Please be sure your request includes:

- A. Association Name, Unit Number & Type of Questionnaire Request
- B. Contact Person, E-mail and/or Fax Number

**Please note all information provided is to help ensure the prompt efficient processing of your request. Failure to provide the necessary information may delay your request.**

**\*\*PLEASE NOTE: Completed Questionnaires are only valid for 30days from date delivered, no updates, requests or anything of that nature will be covered under initial purchase after said expiration date\*\***

***We look forward to Working with You!***