

# VCS BILLING

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## NEW ACCOUNT SETUP FORM

(Basic)

### PROPERTY:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Total Units: \_\_\_\_\_

### OWNER OR ASSOCIATION:

(Owner)

Name: \_\_\_\_\_ ATTN: \_\_\_\_\_  
Address: \_\_\_\_\_ Ste/Spc: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### MANAGEMENT OR REGIONAL CONTACT:

(Mgmt.)

Name: \_\_\_\_\_ ATTN: \_\_\_\_\_  
Address: \_\_\_\_\_ Ste/Spc: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### ON-SITE CONTACT(S):

(Site)

Primary: \_\_\_\_\_  
Secondary: \_\_\_\_\_  
Address: \_\_\_\_\_ Ste/Spc: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

What month would you like to **begin service** with us? \_\_\_\_\_

What sets of **resident statements** would you like?

Original Plain Copy

Would you like the original set **direct-mailed** to residents? (extra fee)

Yes No

Where would you like **bulk** resident statements delivered to?

Owner Mgmt. Site

Where would you like your **reports** sent to? (check all that apply)

Owner Mgmt. Site

Where would you like the **invoice** for our services sent to?

Owner Mgmt. Site

Would you like the custom **data export** by email service? (extra fee)

Yes No

If yes, where would you like file **emailed** monthly? (check all that apply)

Owner Mgmt. Site

Will you require **meter-reading** service? (extra fee)

Yes No

If yes, approximately what date were the meters **last read**? \_\_\_\_\_

- We schedule routes 30 days in advance (exceptions are possible, please call.)
- We read on a monthly rotating schedule. Specific read dates are not guaranteed.
- We require safe, unobstructed access to meters and a property layout map.

Statements have the option of including **custom memos**. If you would like to include such memos, please attach a document along with this form or use the optional page attached. Please note the field limits.

- Payment Terms (top): Example: Balance due and payable on the 1st. 5 lines, 35-char.
- Remittance Address: Payment mailing address/on-site location/drop slot. 5 lines, 25-char.
- General (bottom): Office hours/monthly holiday greetings/etc. 10 lines, 55-char

Please **return** the following as applicable (any lists emailed to us in a spreadsheet format preferred):

- Master meter utility bill(s) for electric/gas/water/propane/sewer (metered) to be billed.
- List of units, resident names, rents and recurring charges (ancillary/pass-through/etc.)
- Last two sets of meter reads billed.
- List residents approved for low-income utility rate assistance programs CARE/Medical/etc.)
- Any other information you'd like included on your billing, such as security deposit amounts.
- Most recent billing reports that contain the above information would be acceptable in addition to master meter utility bills.

IMPORTANT NOTICE: A DEPOSIT EQUAL TO ONE (1) MONTH'S BILLING MAY BE REQUIRED UPON FIRST INVOICING. THE DEPOSIT IS FULLY REFUNDABLE AFTER TWELVE (12) CONSECUTIVE MONTHS OF ACCOUNT REMAINING IN GOOD STANDING. A 30-DAY NOTICE IN WRITING IS REQUIRED FOR CANCELSATIONS.

DISCLAIMER: WE KEEP CURRENT WITH RESIDENTIAL RATES ONLY FROM THE FOLLOWING UTILITY COMPANIES: SOUTHERN CALIFORNIA EDISON, SOUTHERN CALIFORNIA GAS CO., SAN DIEGO GAS & ELECTRIC CO., PACIFIC GAS & ELECTRIC CO. AND SOUTHWEST GAS CORP. ALL OTHER RATES INCLUDING BUT NOT LIMITED TO ELECTRIC, GAS, WATER, SEWER, TRASH, PROPANE, RENT AND RENT INCREASE AMOUNTS MUST BE PROVIDED BY AN AUTHORIZED REPRESENTATIVE SUCH AS AN ON-SITE MANAGER, MANAGEMENT OFFICE OR OWNER OF THE SERVICING ACCOUNT. ALL LIABILITY AND ACCURACY OF RATES AND AMOUNTS RESTS SOLELY WITH THE PARTY THAT SUBMITTED THEM. ALL FORMULAS, CALCULATIONS, PROGRAMMING AND TECHNICAL WORK USED TO CREATE THE BILLING WILL REMAIN THE OWNERSHIP OF VCS BILLING.

Payment Terms (35-character limit):

Remittance Address/Info (25-character limit):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

General Memo (55-character limit):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Payment Terms and Remittance Address/Info are permanent across the entire account.

General Memo can be used for additional, permanent information (such as office hours, etc.) and also memos which can change monthly (holiday greetings, etc.) and applies across the entire account.

A 55-character single line memo can also be placed on individual statements on a monthly basis.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_