

VALLEY COMPUTER SERVICE, INC.

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NEW ACCOUNT SETUP FORM

(A) PRIMARY CONTACT (usually the manager on-site):

NAME: _____
ADDRESS: _____ STE/SPC: _____
CITY: _____ ST: _____ ZIP: _____
PHONE: _____
FAX: _____

(B) OWNER OR ASSOCIATION OFFICE:

NAME: _____
ADDRESS: _____ STE/SPC: _____
CITY: _____ ST: _____ ZIP: _____
PHONE: _____
FAX: _____

(C) COMMUNITY/PARK ADDRESS:

NAME: _____
ADDRESS: _____
CITY: _____ ST: _____ ZIP: _____
PHONE: _____
FAX: _____

(D) MANAGEMENT COMPANY / OTHER CONTACT (optional):

NAME: _____
ADDRESS: _____ STE/SPC: _____
CITY: _____ ST: _____ ZIP: _____
PHONE: _____
FAX: _____

(E) EMAIL FOR UPS TRACKING INFORMATION ONLY (optional):

EMAIL: _____

How many sets of resident statements would you like? (1) (2)

Where would you like your resident statements delivered to? (A) (B) (C) (D)

Would you like one set of statements direct-mailed to the residents? (extra fee) (Y) (N)

Where would you like your first set of reports sent to? (A) (B) (C) (D)

Where would you like your second set of reports sent to? (optional) (A) (B) (C) (D)

Where would you like the invoice for our services sent to? (A) (B) (C) (D)

What **billing month** would you like to begin your service with us? _____

Total number of unit spaces of the community? (exclude empty lots) _____

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

If yes, approximately what date are the meters read monthly? _____

- We require a 30-day notice to schedule a reader (exceptions are possible, please call).
- We cannot guarantee specific read dates, but we do try to adhere to a set schedule.
- Please provide a community map to facilitate in the creation of a read route.

Statements have the option of a 4-line, 30-characters per line message located on the upper-right corner of all statements. For example: “Balance due and payable on the 1st of each month.” Please list what you’d like on the statements, or leave blank.

Please return the following of whatever is applicable to your account:

- Master Meter Bill(s) for Electric/Gas/Water/Propane to be billed.
- List of units, resident names, rent amounts and/or other charges/pass-thrus to bill.
- Last two sets of meter readings performed.
- List of spaces approved for special and/or low-income utility rate assistance programs such as CARE, FERA, or Medical Baseline Allowance, etc.
- (Optional) Prior billing cycle’s billing documentation or reports.
- (Optional) Any other information you’d like included on your reports, such as security deposit amounts, anniversary dates, rent increase information, etc.

IMPORTANT NOTICES:

A DEPOSIT EQUAL TO ONE MONTH’S BILLING REQUIRED UPON FIRST INVOICING, WHICH IS FULLY REFUNDABLE AFTER 12 CONSECUTIVE MONTH’S OF ACCOUNT REMAINING IN GOOD STANDING. 30-DAY NOTICE REQUIRED FOR CANCELATIONS.

WE KEEP CURRENT WITH RATE AND BILLING FACTOR UPDATES ONLY FROM THE FOLLOWING UTILITY COMPANIES: SOUTHERN CALIFORNIA EDISON, SOUTHERN CALIFORNIA GAS COMPANY, SAN DIEGO GAS & ELECTRIC COMPANY (SEMPRA ENERGY), PACIFIC GAS & ELECTRIC COMPANY, AND SOUTHWEST GAS CORPORATION. ALL OTHER RATE CHANGES, BILLING FACTORS AND UPDATES, SUCH AS TRASH, WATER, SEWER, PROPANE, OR OTHER ELECTRIC AND GAS COMPANIES, MUST COME FROM THE MANAGER, MANAGEMENT COMPANY OR OWNER OF THE SERVICING ACCOUNT.