

A-List Apartment Staffing Property Contact Information Form

Thank you for choosing A-List Apartment Staffing for all your staffing needs. ARA, Inc. is the finance company that handles payroll invoicing for A-List Apartment Staffing. The purpose of this form is to verify that invoices from A-List Apartment Staffing are being properly received by your property and to document the payment process. When you have a moment, please review and complete the form fields below and return to us.

Property Information

Name		
Address		
City	State	Zip
Phone	Fax	
General email		
Property Manager Name		
Manager Cell Phone		
Manager Email		

Management Company Information

Name		
Address		
City	State	Zip
Phone	Fax	
Regional Manager Name		
Regional Cell Phone		
Regional Email		

Accounts Payable Information

Contact Name	Contact Phone		
Contact Email			
Billing Address	City	State	Zip
What is your documented payment process?	What are your normal payment terms?		
<input type="checkbox"/> Submit invoice for approval before payment?	<input type="checkbox"/> Invoice will be paid upon receipt?		
<input type="checkbox"/> Receive invoices via email?	<input type="checkbox"/> Receive invoices via physical mail?		
What system do you use for paying vendor bills?			

Please note that all future payments must be remitted to ARA, Inc.

ARA, Inc., P.O. Box 855917 Minneapolis, MN 55485-5917

Property Manager's Signature: