FAX COVER SHEET

CAMBRIDGE
real estate services

DATE: _____   **Total Pages** (including coversheet): _____

FROM (property/sender name)**:**_____

RE:_____

PORTFOLIO SUPERVISORS
Fax To: **503.450.0241**

___**BILL STEVENS**

___**COLIN MACDONALD**

___**JANEEN KALLUS**

___**JEFF PASSADORE**

□ Requests for Termination
□ Incident Reports
□ Capital Improvement Bids
□ Supervisor Approval Items
□ New Vendor Set Up
□ Miscellaneous Urgent Items
□ Requested Documents
□ Other_____

SUPPORT STAFF
Fax To: **503.450.0241**

___**CHELSA HALE**

___**KELSEY SCHNEIDER**

___**LAURA MATHER**

___**MISTY STUKER**

___**VICKIE WEISSER**

□ Carpet Inspections
□ Uniform Orders
□ Requested Documents
□ Other_____

ACCOUNTING
Fax To: **503.546.7588**

___**CARLA TATE**

___**KIRSTEN BEIJER**

___**LISA HOLTZ**

___**MELISSA BERTRAND**

___**PAM BERTRAND**

□ Collections Reports
□ Accounts Payable
□ Accounts Receivable
□ SODA's (Late or Urgent Only)
□ Requested Documents
□ Other_____

TIME RECORD FAX: **503.548.4399** (1ST & 16TH)

REPORTING FAX: 503.450.0240 POWERSITE MONTH END DOCUMENTS

HUMAN RESOURCES
Fax To: **503.546.7588**

___**DIANE RUNYAN**

___**JASMINE KWATRA**

□ Employee Benefits Items
□ Payroll Dept. Correspondence
□ Employee Evaluation
□ Requested Documents
□ Other_____

COMPLIANCE

CA PROPERTIES
Fax To: **503.546.0101**

ID & OR PROPERTIES
Fax To: **503.688.1542**

___**BREANA THOMAS**

___**KRISTIN STRONG**

□ TC/RD/HUD Compliance Files
□ Compliance File Corrections
□ TC or RD Schedule Updates
□ Move In/Out Activity
□ Audit Correspondence
□ Requested Documents
□ Other_____

MAINTENANCE
Fax To: **503.450.0241**

___**RANDY THOMPSON**

___**SCOTT BUSCH**

□ Items for Approval
□ Requested Documents
□ Other_____