

## Outside Sponsor Businesses

### Submission Instructions and Procedure:

1. We have created a form that you should use to submit the information that you would like listed on this page.
2. Access the "Outside Sponsor Businesses Registration Form" from the list of forms on the "Forms" tab at the top of the "Home Page".
3. Fill in the information requested.
4. The completed forms can then be printed or saved to your computer using the "File > Save As" menu tabs at the upper left side of your Toolbar.
5. Create a name for your file (i.e. Bob's Heating & Air Conditioning Ad).
6. Be sure to save it to the location on your computer where you save other files for future access or simply save to your desktop.
7. Then print the completed form and submit it by regular mail **along with a check made payable to "Care Property Management" for your annual fee of \$20.00** to:

*Care Property Management*  
*% Joan Ness*  
*1985 E. Devon Avenue*  
*Hanover Park, IL 60133*

8. Submitted forms will be reviewed by the Board of Directors to ensure suitability and subsequent approval for inclusion onto the "Outside Sponsor Businesses" page. Rejected forms will be returned to you with suggestions for re-submission.
9. Approved businesses will be assigned a link and added to the list of businesses.
10. If you have any questions, please contact: [webmaster@FairHillsHOA.com](mailto:webmaster@FairHillsHOA.com)