

CONTACT INFORMATION VERIFICATION FORM

It is important we have your current contact information on file in case of emergencies and/or other community matters. In addition, an accurate directory is crucial to ensuring fluid communications between residents and management.

Please return this information using a method listed below:

1. **Email:** clientservices@advancehoa.com
2. **Fax:** (303) 495-5895 ATTN: Homeowner Contact Information
3. **Mail:** Advance HOA Management, Inc. P.O. Box 370390, Denver, CO 80237
4. **Complete Online** at www.advancehoa.com > Owner Services > Owner Contact Form

PLEASE DO NOT SEND THIS UPDATE TO THE LOCKBOX WITH YOUR CHECK

Community/HOA Name: _____

Property Address/City/State/Zip: _____

Owner Name (1): _____ **E-Mail:** _____

Phone Number: _____

Owner Name (2): _____ **E-Mail:** _____

Phone Number: _____

Mailing Address/City/State/Zip: _____

If different than property address. HOA mail notifications will be sent to this address.

Vehicle Make/Model: _____ **License Plate #:** _____

Vehicle Make/Model: _____ **License Plate #:** _____

If you lease your property, please complete the following:	
Tenant Name(s):	Property Manager Name:
Tenant(s) Phone Number:	Property Manager Phone:
Tenant(s) E-mail Address:	Tenant(s) Alternate Phone:
Lease Start/End Date:	
Tenant Make of Vehicle(s):	Tenant License Plate # (s):
Tenant authorized to make maintenance requests?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Print: _____ **Sign:** _____ **Date:** _____

Thank you for verifying your contact information. This information will be considered as your registered address and e-mail address for Association business. If you have any community questions, please do not hesitate to contact us at your convenience at 303-482-2213 or at clientservices@advancehoa.com.

Sincerely,
Your Management Team – Advance HOA Management, Inc.