

## 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](mailto:Clientservices@advancehoa.com)
2. **Fax:** (303) 495-5895 ATTN: Homeowner Directory Verification
3. **Mail:** Advance HOA Management, Inc. P.O. Box 370390 Denver, CO 80237
4. **Complete online at** [www.advancehoa.com](http://www.advancehoa.com) > Owner Services

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

General Information:	
<b>ASSOCIATION:</b>	Property Address:
Owner Name(1):	Property City/State/Zip:
Owner Name(2):	Mailing Address:*
Phone Number:	Mailing City/State/Zip:
Alternate Phone Number:	E-mail Address:
<i>*If different then property address</i>	
Vehicle Information:	
Make/Model of vehicle(s):	License Plate # (s)
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. 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](mailto:clientservices@advancehoa.com).

**Sincerely,**  
***Your Management Team -- Advance HOA Management, Inc.***