

Desert HOA Management Inc.

CHANGE OF MAILING ADDRESS & PROPERTY MANAGER INFORMATION

HOMEOWNER'S INFORMATION

PRINT NAME: _____

HOA PROPERTY
STREET ADDRESS: _____

YOUR MAILING
ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

HOME PHONE* _____

WORK PHONE* _____

CELL PHONE* _____

*Optional

PROPERTY MANAGER INFORMATION

COMPANY NAME: _____

MAILING ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

PHONE NUMBER _____

POINT OF CONTACT: _____

RELEASE OF INFORMATION

Additional Fees Required - See Below*

VIOLATION NOTICES (CHECK ALL THAT APPLY)*

Send a copy to my Property Manager

Send a copy to my Tenant

HEARING NOTICES (CHECK ALL THAT APPLY)*

Send a copy to my Property Manager

Send a copy to my Tenant

FINE NOTICES (CHECK ALL THAT APPLY)*

Send a copy to my Property Manager

ASSESSMENT STATEMENT (CHECK APPLICABLE BOX)

I will pay - Mail statement to my mailing address

Property manager will pay - Mail statement to property manager

NOTICE: Copies of notices sent to your management company and/or tenant is done as a courtesy only. You remain responsible for any fines resulting from your management company and/or tenants failure to comply with Association rules & regulations, and notices. By signing this form you are agreeing to allow your property manager or other desingated person to speak to any HOA representative on all matters concerning your property, including the purchase of gate remotes (for gated communities only).

HOMEOWNER'S SIGNATURE*

*Please Note: If you want a copy of violation letters to go to your property manager or tenant you must pay a \$25 annual fee payable to Desert HOA Management

*THIS FORM WILL NOT BE ACCEPTED WITHOUT A SIGNATURE (MUST BE HOMEOWNER OF RECORD)

MAIL OR FAX COMPLETED FORM TO:
Desert HOA Mgmt Inc., P.O. Box 750639 LV, NV 89136
Phone: 702-396-6042 - Fax: 702-445-6768

Desert HOA Management Inc.

CHANGE OF MAILING ADDRESS & PROPERTY MANAGER INFORMATION

HOMEOWNER'S INFORMATION

PRINT NAME: _____ 1

HOA PROPERTY STREET ADDRESS: _____ 2

YOUR MAILING ADDRESS: _____ 3

CITY: _____ 4 STATE: _____ 5 ZIP: _____ 6

HOME PHONE* _____ 7 WORK PHONE* _____ 8

CELL PHONE* _____ 9 *Optional

PROPERTY MANAGER INFORMATION

COMPANY NAME: _____ 10

MAILING ADDRESS: _____ 11

CITY: _____ 12 STATE: _____ 13 ZIP: _____ 14

PHONE NUMBER _____ 15 POINT OF CONTACT: _____ 16

RELEASE OF INFORMATION

Additional Fees Required - See Below*

VIOLATION NOTICES (CHECK ALL THAT APPLY)*

- Send a copy to my Property Manager 17
 Send a copy to my Tenant

HEARING NOTICES (CHECK ALL THAT APPLY)*

- Send a copy to my Property Manager
 Send a copy to my Tenant

FINE NOTICES (CHECK ALL THAT APPLY)*

- Send a copy to my Property Manager

MONTHLY STATEMENT (CHECK APPLICABLE BOX)

- I will pay - Mail statement to my mailing address
 Property manager will pay - Mail statement to property manager 18

NOTICE: Copies of notices sent to your management company and/or tenant is done as a courtesy only. You remain responsible for any fines resulting from your management company and/or tenants failure to comply with Association rules & regulations, and notices. By signing this form you are agreeing to allow your property manager or other desingated person to speak to any HOA representative on all matters concerning your property, including the purchase of gate remotes (for gated communities only).

HOMEOWNER'S SIGNATURE*

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***Please Note: If you want a copy of violation letters to go to your property manager or tenant you must pay a \$25 annual fee payable to Desert HOA Management**

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Instructions for Change of Mailing Address & Property Manager Information Form

Please read any notes carefully!

Homeowner's Information:

1. Print Name: Print name(s) of Owner of Record (OR) as it appears on the Property Deed.
2. HOA Property Street Address: Provide the street address for the actual property address within the Association (city, state & zip code is not necessary).
3. Your Mailing Address: The address you want your mail sent to other than the HOA Property Street Address:

Note 1: If you are changing your mailing address back to the HOA Property Street Address, just put "SAME" in this box; sign the form (box 18) and send it back to us. No other information is required.

Note 2: Property Managers may not change owners mailing address. All changes to the owners mailing address must come from the OR as listed on the Property Deed, and the OR must sign this form.

Note 3: The owner's mailing address cannot be the same as the Property Management Company's mailing address, except if the owner is designating a family member to act as their property manager.

4. City: City to go with the address you want your mail sent to.
5. State: State to go with the address you want your mail sent to.
6. Zip Code: Zip code to go with the address you want your mail sent to.
- 7, 8 & 9. Phone Numbers (Optional): Phone number where we can contact you if necessary.

Property Manager Information:

10. Company Name: Name of Property Management Company.

Note 4: We will not accept rental agreements or any other forms, e-mails or faxes in lieu of this form. We will only accept property management company information on this form.

Note 5: We will not speak to your property management company about violation notices or your assessment balance unless you provide us authorization by completing this form.

Note 6: Do not instruct your tenant to call us concerning violation notices unless you provide us with written permission granting them authorization to speak on your behalf. We cannot speak to them without written permission from the OR.

Note 7: If you are designating a relative to act as your property manager, put their name on this line and complete the rest of the form as if they are acting as your property management company.

11. Mailing Address: Mailing address of Property Management Company

12. City: City to go with mailing address.

13. State: State to go with mailing address.

14. Zip Code: Zip code to go with mailing address.

15 & 16. Phone Number & Point of Contract (Optional): Phone number and point of contact for Property Management Company.

Release of Information:

17. **Violation Notices**: Check the appropriate box if you want copies of violations notices to go to your property manager or tenant.

Note 8: There is a \$25 annual fee required to mail copies of violation notices to your property manager and/or tenant. Do not check the boxes unless you intend to pay the \$25. Make the check out to Desert HOA Management and mail back with your completed form.

Note 9: Owners are responsible for ensuring their property management company and tenant are provided with a copy of the Declaration of Covenants, Conditions and Restrictions (CCRs) and Rules. The CCRs and rules were provided to you when you purchased your property.

18. **Assessment Statement**: Check the appropriate box to identify where you want us to mail your assessment statement.

Note 10: If no box is checked we will automatically mail the statement to the mailing address provided by the owner. If you want your property manager to pay your assessment make sure you check that box. There is no fee for this service.

19. **Homeowner's Signature**: This form must be signed by the OR as stated on the property deed.

Note 11: If only one spouse's name appears on the property deed, they must sign this form. This form will not be accepted if signed by a spouse or any other relative who is not listed on the property deed unless they provide us with a valid Power of Attorney.

Note 12: We reserve the right to reject this form if we believe it has been fraudulently signed.