OWNER INFORMATION UPDATE

Dear Owners:

Please complete the following information promptly and return by fax, mail, or email. This information is needed to update our records so we can provide you with the best service possible.

Association: _____

Local Unit Address: _____

Owner Name (Primary Contact): _____

Cell Phone: _____ Email: _____

2nd Owner Name (if Applicable): _____

Cell Phone: _____ Email: _____

Alternate Mailing Address: _____

> **Which address should we use for mailing?** _____Unit Address _____Alternate

Is Your Unit Currently Rented? _____No _____Yes   Current Lease: _____/_____to_____/_____

_____
Rental Agent (if Applicable)   Phone Number

Person (other than self) to be notified in case of an emergency (*HomeWatch, neighbor, etc.*):

_____
Name   Phone Number   Relationship

▶**Electronic Communications Authorization** _____

_____**Yes,** I hereby agree and consent to receive electronic communications, including but not limited to, notices regarding my account, board meetings, and other announcements as permitted by law. **By checking "Yes" I consent to Southwest Property Management utilizing any or all the above information for communication purposes.**

_____**No, I prefer statements and other notices via mail only.** *I acknowledge that it is my responsibility to update the mailing address at which I want to receive correspondence. I understand it is my responsibility to submit the update in writing via email, mail, or fax and confirm the receipt. I understand that my failure to do so may result in missed communications. I understand any email address I provided on this form, may still be used for general communication purposes including Appfolio portal invitation(s).*

I, the undersigned, am the owner of the unit listed above. All information provided is accurate. I understand that it is my responsibility to provide Southwest Property Management, in writing (via mail, fax, or email) with any updates to the above information.

Signature:_____   **Date:** _____