



287 E. Fountain Blvd Suite 300
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Contact Information Form

A crucial tool to effectively manage your community is updated and accurate contact information for the owners of the association. The ability to contact an owner in the event of an emergency is essential. It is now incredibly important to not only provide your updated telephone and emergency contact information, but your email address as well.

Management is capable of communicating important pieces of information, updates and notices regarding the association, using much LESS paper, which is both cost and time effective. Your contact information and email address will be entered into Management's database, and used specifically and solely as a means of communicating with you about association business only.

Your contact information and email address will be kept confidential, and it will never be shared or sold. Thank you for taking a moment to update your information so that we can have every tool possible to ensure that the association's owners are well-informed and receiving the best possible service.

PLEASE PRINT CLEARLY

OWNER

Property Owner Name: _____

Property Address: _____

Name of Association: _____

The property will be a: Primary Address 2nd Home Rental

Mailing Address: _____

Phone Numbers: _____

Email Address: _____

*****IN CASE OF EMERGENCY, WE MAY CONTACT:***

Name: _____

Phone Number: _____ Relationship: _____

***RENTALS**

- 1) If the unit is a rental property (within a condo or townhome community), owner/managing agent is required to provide Priority Property Management with a signed copy of the rental lease/notice of renewal each year as well as the contact information for the tenants.
- 2) If you have a management company, please provide a copy of the management agreement and contact information so we are able to communicate with the management company on your behalf. Once received Priority Property Management will enter the management contact information.
- 3) The managing agent - will not be given access to the owners account through the online portal, unless specifically requested in writing by the owner. **Please note:** Priority Property Management will not be communicating with the renters directly; communication with renters is an owner and/or management company responsibility. If you would like for your renters to be included on emails concerning the community you must add the renters information to your account through the online portal.

DATE: _____ **OWNER/AGENT SIGNATURE:** _____

PRINT NAME: _____