



CONTACT INFORMATION FORM

(HOA)

This form is your written authorization for us to communicate with any additional contact you specify. Please review the form thoroughly, and choose the option or options that best suit your needs. **Section 1** is all of your own contact information, including your preference for email or paper mail. **Section 2** provides the option of adding an additional contact to your account.

We appreciate your assistance in updating our records and ensuring that all correspondence reaches you in the most efficient manner.

Section 1: Homeowner's Information

Association Name: _____

Owner Name(s): _____

Lot Number & Property Address: _____

Owner Occupied

Rental

Second Residence

Mailing address if different than property address:

Home Phone: _____ Cell Phone: _____

Email Address: _____

Please select your preferred method of contact to receive general correspondence and statements. (**select one**):

Mail

Email

* Per RCW's & CC&R's for your association, VIS Group is required to send some notifications via USPS, including Compliance notices, Delinquency Notices, and Annual / Budget Meeting notices.

Section 2: Additional Contact

Name: _____ Relationship: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Make this contact the primary contact for my account. Send **all** correspondence, statements, notification and any other communications to this contact instead of me. I have instructed them to contact me as needed. I hereby authorized VIS Group, Inc. to speak with this contact regarding all aspects of my account.

OR Send this contact **ONLY** these specific documents:

General Correspondence

Delinquency Letters

CC&R Violation Letters

Statements of Account

Signed: _____ Date: _____

(homeowner's signature required)

Please note, in any choice, you as the homeowner will always receive notification of delinquencies,
as the ultimate responsibility for payments is yours.

Please return form via email: info@vismanagement.com Fax: (253) 799-8899

Mail: VIS Group, 8617 Martin Way East, Lacey WA 98516