



CONTACT INFORMATION FORM

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. The first section is all of your own contact information, including your preference for email or paper mail. The second and third sections are for you to add the contact information for your property manager, or other additional contact and any updates regarding tenants. You have the opportunity to select individual types of correspondence, or to indicate that you wish to make this contact the primary contact for your account. In any choice, you as the homeowner will always receive notification of delinquencies, as the ultimate responsibility for payments is yours. We appreciate your assistance in updating our records and ensuring that all correspondence reaches you in the most efficient manner.

Section 1:

Association Name: _____

Lot Number & Property Address: _____

Owner Occupied ☐

Rental ☐

Second Residence ☐

Owner Name(s): _____

Mailing Address: _____

Phone: _____ 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. Please select your preferred method of contact:

Mail: ☐

Email: ☐

Section 2:

Owner's Emergency Contact or Additional Contact

Name: _____ Phone: _____

Mailing Address: _____

Phone: _____ Email: _____

- ☐ Make this contact the primary contact for my account. Send all correspondence, statements, notification and other communications to this contact instead of me. I have instructed them to contact me as needed

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

☐ General Correspondence

☐ Statements of Account

☐ Delinquency Letters

☐ CC&R Violation Letters

- ☐ I hereby authorize VIS Group, Inc. to speak with this contact regarding all aspects of my account

Section 3:

If Home is a Rental

Home owner is responsible for registering new occupants within 5 days and must provide all Occupants with the current Rules & Regulations.

Send tenant these specific documents: ☐ CC&R Violation Letters ☐ General Correspondence

Signed: _____ Date: _____