



OWNER / OCCUPANT CONTACT INFORMATION

This form must be completed, by the Owner or property management company, with each new occupancy. All completed forms are to be submitted to Paul Ash Management within 10-days of the lease agreement or sale of the unit. Owners shall provide the governing documents and rules and regulations to the tenant(s) and ensure the rules are adhered to.

Name of the Community: **Civano I: Neighborhood I Homeowners Association, Inc.**

Owner Name: _____

Unit Address: _____

Mailing Address: _____

Owner Phone #: _____ Owner Email: _____

If you lease your unit or have a Management Company taking care of your unit please fill out the following section:

Management Company: _____

Mailing Address: _____

Contact Name: _____ Phone: _____

Email: _____

Length of Lease: _____ Begin Date: _____

Tenant Name(s): _____

Tenant's Phone Numbers: 1) _____ 2) _____

Tenant's Email: _____

If you or your tenant have a vehicle on property please fill out this section:

Number of vehicles on property: _____

Vehicle 1: License # _____ Model: _____

Vehicle 2: License # _____ Model: _____

Please identify to whom notices are to be sent for each item below in addition to the Owner:

Owner statements / Financial Info: tenant manager

Newsletters / Community Info: tenant manager

Violation Notice: tenant manager

Please return completed form to Paul Ash Management Company, LLC.

3499 N. Campbell Avenue, Suite 907, Tucson, AZ 85719

Email to sblount@paulashmgt.com or fax to (520)795-9849