



## 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 Civano I: Neighborhood I HOA 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 Civano I: Neighborhood I**

10501 E. Seven Generations Way, Suite 109, Tucson, AZ 85747

Email to [hoa@civano1.com](mailto:hoa@civano1.com)