



360.246.4012



hoahelp@windermere.com



32785 SR 20 #4, Oak Harbor, WA 98277

## CONTACT INFORMATION FORM

This form is your written authorization for us to communicate with any additional contact you specify. **Section 1** is the name of the homeowner's association your property is part of. **Section 2** is all your own contact information, including your preference for email or paper mail. **Section 3** is any additional contact you wish to add to your account. Please review the form thoroughly and choose the option or options that best suit your needs. We appreciate your assistance in updating our records and ensuring that all correspondence reaches you in the most efficient manner.

**Section 1: Association Name:** \_\_\_\_\_

### **Section 2: Homeowner's Information**

Primary Owner's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Owner's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different than property address): \_\_\_\_\_

Cell Phone 1: \_\_\_\_\_ Cell Phone 2: \_\_\_\_\_

**\*WE WILL USE YOUR CELL PHONE TO TEXT YOU ANY URGENT ALERTS OR COMMUNICATE COMMUNITY EMERGENCY NOTIFICATIONS\***

**Please select your preferred method of contact to receive the following: (Required)**

Statements: ☐ Mail ☐ Email

Ballot Voting: ☐ Mail ☐ Email

Delinquency: ☐ Mail ☐ Email

Miscellaneous: ☐ Mail ☐ Email (includes Annual & Budget Meeting notices)

### **Section 3: Additional Contact or Tenant Information**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell Phone 1: \_\_\_\_\_ Cell Phone 2: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Vehicle #1 Info: \_\_\_\_\_ Vehicle #2 Info: \_\_\_\_\_

Property Management Company: \_\_\_\_\_

PM Email Address: \_\_\_\_\_ PM Phone: \_\_\_\_\_

**By signing, I hereby authorize Windermere to speak with this contact regarding all aspects of my 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: [hoahelp@windermere.com](mailto:hoahelp@windermere.com) or by mail to: Windermere Property Management 32785 SR 20 #4, Oak Harbor WA 98277



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## Homeowner Notification Approval Form

In our ongoing efforts to streamline communication and billing processes, we are providing an option for homeowners to receive electronic communications.

Full Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

**Notification Preference:** In our commitment to enhance efficiency and reduce environmental impact, we are offering homeowners the option to receive electronic communications instead of traditional mail. This includes important updates, notices, newsletters, and any other community-related information. If you would like to opt for electronic communications, please check the appropriate box below:

- ☐ I prefer to receive communications via email
- ☐ I prefer to receive communications via traditional mail.
- ☐ I would like to receive communications via both email and traditional mail.

**Billing Preference:**

☐ I hereby request and approve of receiving emailed statements by mail only.

By signing below, I acknowledge and confirm that all communication from Windemere will come via email only.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to [hoahelp@windermere.com](mailto:hoahelp@windermere.com) or mail to 32785 SR 20 #4, Oak Harbor WA 98277