



SPRUCE HILLS CONDO ASSOCIATION
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RE: Empty Unit Renewal Form

This form is used only when no one is living in your unit. The office must have a forwarding address to send all mail and flyers. No flyers will be left at your door.

Unit # _____ **Owner** _____

date _____

(This form must be updated and verified every year.)

If there are any changes to this unit I am aware the office must be notified. I will contact the office if someone is going to be in the unit and to make changes within 5 working days to avoid fines.

_____ **Owner signature** Date _____