
**ANNUAL REQUEST FOR OWNER'S ADDRESS
AND PREFERRED DELIVERY METHOD FOR ASSOCIATION NOTICES (Civil Code § 4041)**

Dear Homeowner,

Throughout the year, the Association will need to send you notices as a homeowner of the Association. Civil Code section 4040 requires homeowners to provide the below information to the Association annually so that the Association knows where and how to send you notices. Please complete this form and return it as soon as possible. You may return this form via U.S. Mail or email to the address at the bottom of this form. *Please note that if you do not submit this form to the Association, then the Association will use the last address you provided in writing to the Association to send notices to you. If you have never provided any address to the Association in writing, the Association will use your property address within the Association as the address for delivery of all Association notices.*

Name(s) of Homeowner(s):

Property Address in Association (default
primary address):

Primary Mailing Address (if different than
your Association address):

Primary email address:

Secondary mailing address (if any):

Secondary email address (if any):

- Preferred delivery method for receiving Association notices (please check the applicable box below):

☐ Mail

☐ Email

☐ Mail and Email

- You may choose to withhold your name, Association property address, mailing address, and email address from being shared on the Association's membership list in response to another member's request for the membership list. Do you wish to withhold your information from being disclosed to another Association member? (please check the applicable box below):

☐ Yes ☐ No

- You may choose to provide the name, address, and email address of your legal representative any person with your power of attorney, or other person who can be contacted in the event of your extended absence from the separate interest.

Attorney (Name and Contact Information): _____

Person with Power of Attorney (Name and Contact Information): (A copy of the power of attorney must be provided.)

Other Contact in the Event of Prolonged Absence: (Name and Contact Information)

- Please mark answers to the questions below:

Owner-occupied? ☐ Yes ☐ No

Rented or Leased? ☐ Yes ☐ No

If yes, names of tenants _____

Vacant? ☐ Yes ☐ No

Undeveloped Land? ☐ Yes ☐ No

If you wish to change your preferred delivery methods for receiving notices from the Association, please contact your Community Association Manager in writing at email address below or via letter in care of the address below.

Signature of Homeowner #1

Signature of Homeowner #2

Printed Name of Homeowner #1

Printed Name of Homeowner #2

Date

Date