



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. **Sections 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 Owners Name: _____ Email: _____

Additional Owners Name: _____ Email: _____

Mailing Address if different than property address:

Home Phone: _____ Cell Phone: _____

Please select your preferred method of contact to receive general correspondence and statements. **(select one)**:

Mail

Email

* Per RCW's & CC&R's for your association, VIS Group is required to send some notifications via USPS, including Compliance notices, Delinquency Notices, and Annual / Budget Meeting notices.

Section 3: Additional Contact

Name: _____ Relationship: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Send this contact these specific documents:

- Architectural Letters Delinquency Letters CC&R Violation Letters
- Statements of Account Coupons General Correspondences

By signing, I hereby authorize VIS Group, Inc. 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.**