OWNER CONTACT AND RENTAL INFORMATION UPDATE SHEET

PLEASE COMPLETE AND RETURN · ALL OWNERS

Every Owner is asked to return this form, whether or not anything has changed. Each Owner must register a mailing address with the Association and keep it current — **Bylaws § 2.2**. Colorado law also requires the Association to attempt contact through **more than one method** before pursuing a delinquent account, so an email and phone on file protect you as much as they help us — **C.R.S. § 38-33.3-209.5(1.7)**.

1. Lot and Owner of record

Address/Lot number	
Property address	
Owner name(s)	
Trust / LLC / entity, if title is held in an entity	

2. Where the Association should send notices

Email is the Association's primary way of communicating with homeowners. Please provide a current email address above and notify management if it changes. By providing an email address on this form, you consent to receive Association communications by email. You may withdraw that consent in writing.

The Association will also deliver notices by U.S. Mail or another method whenever required by law or the governing documents, even if an email address is on file. If you do not provide an email address or withdraw consent, the Association will use your mailing address for communications it is required to deliver. Actual mailing and production costs may be charged to a homeowner where authorized by law and the governing documents.

Owner #1		Email	
Owner #2		Email	
Mailing address, if different from the property address			
City / State / ZIP			
Optional Auxiliary Email			

3. □ Owner-occupied □ Rented / leased □ Vacant or seasonal

4. Rental — complete if the unit is rented

Leasing rule. Under **Declaration Article IV, Section 1**, a Lot may be leased only under a **written lease with a term of not less than six (6) months**, subject to the Declaration, Bylaws, and Rules. Short-term and vacation rentals are not permitted. Providing this information is not a request for approval and waives nothing; it is the contact register the Association must keep.

Property manager or leasing agent, if any	
Property manager phone and email	

Assessment statements, delinquency and violation notices, and meeting notices go to the **Owner** in all cases. The Owner remains responsible for assessments and compliance regardless of who occupies the Lot. I certify that the information above is accurate and that I will notify the Association of any change.

Owner signature: _____ Date: _____

Mail to Design HOA, PO Box 399, Lafayette, CO 80026, email to info@DesignHOA.com, text a clear photo to (970) 650-8044, or call management to provide your contact information by phone.