

**WEST ALMANOR COMMUNITY CLUB
REQUEST FOR CONTACT INFORMATION**

Dear Member:

Please provide the requested information and return this form to the Association's manager at The Hignell Companies, 1750 Humboldt Road, Chico, California 95928 or email to l.vandevender@hignell.com. Please submit within twenty (20) days of the date received. (Please print clearly.) *You can also review and update your owner information via your online portal at <https://hignellcohoa.appfolio.com/connect>.*

(1) Name and Primary West Almanor address or lot number:

Owner(s) Name(s): _____

Property Address: _____

(2) Deliver ALL Association notices to: Primary address, above, OR Secondary address, below, OR Both:

Secondary Address: _____

(3) Owner contact information:

Email Address(s) _____

Home Phone: _____ Cell Phone(s): _____

(4) Emergency contact, legal representative or any person with power of attorney:

Contact Name: _____ Phone: _____

Address: _____

(5) Is your property owner-occupied, renter-occupied or a vacant lot (check the appropriate box)?

Owner-Occupied OR Renter-Occupied OR Unoccupied Residence OR Vacant Lot

(6) **If Renter-Occupied, please provide tenant contact information:**

Tenant Name(s) _____

Cell Phone(s): _____

Email Address(es) _____

(7) Would you like your contact information in the Auxiliary Directory? No OR Yes, please include:

Primary Address Home Phone Cell Phone(s) Email Address(es)

(8) Can we send you official notices, disclosures, documents and statements in electronic form rather than mailing a hard copy? We are required by California Civil Code §4040(a)(2) to have your written consent on file. Please check the appropriate box below regarding your consent to receiving communications via email in accordance with California Civil Code §4040(a)(2) and sign below.

This consent may be withdrawn at any point in time by the owner by making the request in writing to the Association or by making the changes through your online portal.

Consent to receive electronic notices, documents and statement of account. Yes OR No

Note: If you choose to receive electronic notices you will not receive hard copies.

Owner(s) Signature(s): _____

Note. If you do not return this form to the Association, the secondary address you previously provided for receiving individual notices from the Association will remain your secondary address. If you do not have a secondary address on file with the Association and you do not respond to items (1) and (2) above, the Association will use your property address to deliver individual notices to you.