



VIS GROUP, INC.

Professional Community Management

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info@vismanagement.com
vismanagement.com

8617 Martin Way East, Lacey, WA 98516 325 118th Ave SE #204, Bellevue, WA 98005

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 Owner's Name: _____ Email: _____

Additional Owner's Name: _____ Email: _____

Property Address: _____

Mailing Address if different than property address:

Home Phone: _____ Cell Phone: _____

Please select your preferred method of contact to receive the following:

- | | | |
|----------------|-------------------------------|--|
| Statements: | <input type="checkbox"/> Mail | <input type="checkbox"/> Email |
| Compliance: | <input type="checkbox"/> Mail | <input type="checkbox"/> Email |
| Delinquency: | <input type="checkbox"/> Mail | <input type="checkbox"/> Email |
| ACC Letters: | <input type="checkbox"/> Mail | <input type="checkbox"/> Email |
| Miscellaneous: | <input type="checkbox"/> Mail | <input type="checkbox"/> Email <i>(includes Annual and Budget Meeting notices)</i> |

Section 3: Additional Contact

Name: _____ Relationship: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Send this contact these specific documents:

- | | | |
|----------------|-------------------------------|--|
| Statements: | <input type="checkbox"/> Mail | <input type="checkbox"/> Email |
| Compliance: | <input type="checkbox"/> Mail | <input type="checkbox"/> Email |
| Delinquency: | <input type="checkbox"/> Mail | <input type="checkbox"/> Email |
| ACC Letters: | <input type="checkbox"/> Mail | <input type="checkbox"/> Email |
| Miscellaneous: | <input type="checkbox"/> Mail | <input type="checkbox"/> Email <i>(includes Annual and Budget Meeting notices)</i> |

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.**

Please return form via email: info@vismanagement.com Fax: (253) 799-8899
Mail: VIS Group, Inc., 8617 Martin Way East, Lacey WA 98516