

Rancho Dominguez Townhomes Community Association
Address / Information Update Form
[California Civil Code §§ 4041, 4740(d)]

Important Notice: Owners must complete this form and submit it to the Association. This form is important because record owners continue to be responsible for their property and are bound by the Association's Governing Documents even if they do not reside at the onsite address. Owners are responsible for notifying the Association when any of the information listed below changes. Owners are also responsible for ensuring their tenants comply with the Governing Documents. Owners that lease their property must provide the Association verification of the date they acquired title as well as the name and contact information of their tenant(s). It is important that the Association has current contact information for all owners and/or their tenants. This information is extremely helpful in operating and management of the Association, including without limitation assisting in the case of an emergency situation.

Owner's Name(s): _____ Date Owner Acquired Title: _____

Owner's Onsite Property Address (the "Property"): _____

Owner's E-Mail Address: _____ Owner's Phone Number(s): _____

Civil Code sections 4041 and 4740(d) require all owners to keep the Association informed and updated with respect to certain information concerning their property. Please answer the questions below and submit to the Association:

1. List the address(es) to which notices from the Association are to be delivered: _____

2. List the alternative or secondary address to which notices from the Association are to be delivered: _____

3. List the name and address of your legal representative, if any, or other person who can be contacted in case of the member's extended absence: _____

4. Is your property being leased (or will be leased)? ___ Yes ___ No

If you answered Yes, please provide the tenant(s) name(s) and contact information and a copy of the lease.

Tenant 1:

Name: _____ Address: _____
Phone Number: _____ E-Mail: _____

Tenant 2:

Name: _____ Address: _____
Phone Number: _____ E-Mail: _____

[Note: Please provide a copy of all lease agreements and supporting documents along with this completed form. It shall be the responsibility of all owners to update the above information and provide all supplemental documentation in the event of change.]

I agree that I am a record and legal owner of the Property. I have reviewed the information and answers indicated above and certify that the information indicated is true and correct to the best of my knowledge.

Dated: _____ By: _____

Print Name: _____

Title: _____

Please submit this completed form to: Jan @gwpm.com or mail to:
Golden West Property Management
6101 Ball Rd. Suite 301
Cypress, CA 90630