



## 360 Community Management

10769 Woodside Avenue, Suite 210

Santee, CA 92071

Office: (619) 270-7360 Web: www.360hoa.com



### **HOMEOWNER CONTACT INFORMATION REQUIRED BY CALIFORNIA CIVIL CODE**

Dear Homeowner,

Per the California Civil Code, homeowner lists are available to any owner within a Homeowners Association who requests them. However, your privacy is important to us, and we would like to give you the opportunity to make the choice regarding the sharing of your information. ***All contact information that is currently in our files is available to other owners upon request.*** In order to ***opt out*** of sharing that information, please fill out this form and check the box on the back of this page. The form should be returned to the management office as soon as possible.

Additionally, due to 2017 changes in the California Civil Code, homeowners are ***required on an annual basis***, to provide written notice to the Association of the address to which notices from the Association are to be delivered, any secondary mailing address, any legal representative and whether the unit is owner occupied or rented.

***Per California Civil Code, if this form, containing the above noted information, is not returned, the property address for your unit will be deemed to be the mailing address and all mailings will be sent to the onsite address.***

Please complete the form below and return it to 360 Community Management at the address above. If your unit is rented, your tenant's information should be included as well. If you check the box on the back of the page, please be assured that this information will be kept confidential and will only be available to 360 Community Management and the Board of Directors. Your prompt attention to this matter will be appreciated.

**Association Name:** \_\_\_\_\_

**Account #** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

**HOA Unit Address:** \_\_\_\_\_

**Mailing address or address to which notices are to be delivered, if different:**

\_\_\_\_\_

**If you live onsite, but have an alternate mailing address, please check here:**

*Please see reverse for additional information!*





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Secondary mailing address, if any: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Work phone: \_\_\_\_\_

Legal representative, if any: \_\_\_\_\_

Representative phone number \_\_\_\_\_ Email: \_\_\_\_\_

Is this unit owner occupied or rented out (please check one)?

Owner occupied

Rented

If you are renting your property out, please complete the following:

1) Tenants Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

2) Tenants Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Please do NOT share my contact information.

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date

If you have opted out of sharing information, this will remain in effect until the owner otherwise notifies the Association in writing.

*Please see reverse for additional information!*

