



VIS GROUP, INC.

Professional Community Management

800-537-9619
info@vismanagement.com
vismanagement.com

8617 Martin Way East, Lacey, WA 98516

13470 Martin Luther King Jr. Way S, Renton, WA 98178

CONTACT INFORMATION FORM

This form is your written authorization for us to communicate with any additional contact you specify. Please review the form thoroughly, and choose the option or options that best suit your needs. **Section 1** is all of your own contact information, including your preference for email or paper mail. **Sections 2** is for you to identify the additional or emergency contact. You have the opportunity to select individual types of correspondence, or to indicate that you wish to make this contact the primary contact for your account and discuss property related matters. **Section 3** is to be completed if your property is a rental.

We appreciate your assistance in updating our records and ensuring that all correspondence reaches you in the most efficient manner. Please note, in any choice, you as the homeowner will always receive notification of delinquencies, as the ultimate responsibility for payments is yours.

Section 1:

Owner's Information

Association Name: _____

Owner Name(s): _____

Lot Number & Property Address: _____

☐ Owner Occupied

☐ Rental

☐ Second Residence

Mailing Address (if different than property address): _____

Phone: _____ Email: _____

Per RCW's & CC&R's for your association, VIS Group is required to send some notifications via USPS, including Compliance notices and Delinquency Notices. Please select your preferred method of contact (select one):

Statements: ☐ Mail ☐ Email

Compliance: ☐ Mail ☐ Email

Delinquency: ☐ Mail ☐ Email

ACC Letters: ☐ Mail ☐ Email

Miscellaneous: ☐ Mail ☐ Email (includes Annual and Budget Meeting notices)

Section 2:

Owner's Additional Contact

Name: _____ Relationship: _____

Mailing Address: _____

Email: _____ Phone: _____

Send this contact these specific documents:

Statements: ☐ Mail ☐ Email

Compliance: ☐ Mail ☐ Email

Delinquency: ☐ Mail ☐ Email

ACC Letters: ☐ Mail ☐ Email

Miscellaneous: ☐ Mail ☐ Email (includes Annual and Budget Meeting notices)

Signed: _____ Date: _____

(homeowner's signature required)

Section 3:
If Home is a Rental

Property Manager Name (if different than homeowner): _____

Company: _____ Address: _____

Current Leaseholder(s) Name(s): _____

Date Lease Began: _____ Date Lease Ends: _____

Total # of Occupants: _____

Current Occupants Home Phone: _____ Cell Phone: _____

Email: _____

Name & Description of Pets(s): _____

Vehicle 1 Information:

Year: _____ Make: _____ Model: _____ Color: _____ License Place #: _____

Vehicle 2 Information:

Year: _____ Make: _____ Model: _____ Color: _____ License Place #: _____

Vehicle 3 Information:

Year: _____ Make: _____ Model: _____ Color: _____ License Place #: _____

Home owner/property manager is responsible for registering new occupants within 5 days and must provide all Occupants with the current Rules & Regulations.

☐ I _____ (homeowner/property manager) certify that I have provided to the current occupant of my property located at the aforementioned property copies of the CC&R's and Bylaws.

Signed: _____ Date: _____
(homeowner or property manager's signature required)

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