

SUNLAND VILLAGE EAST ADDRESS-OF-RECORD FORM

Form date: 11/21/2013

This form is used to officially designate the one address of your choice for receiving all SVE HOA (Home Owner Association) mailings -- election ballots, annual-dues invoices, ACC notifications, etc. It assures that you receive all mailings in a timely manner, avoids mail-forwarding delays and greatly reduces the Association's costs of locating you and sending duplicate mailings.

Address of Record: This is the address you designate in writing for the HOA Office to send all SVE-HOA mailings.

This form will be filed in your homeowner file in the HOA Office, and it remains your official address of record until you change it in writing, and sign the change.

Case A: If you own a home or condo in SVE *and* you live in that unit full time, your SVE address is already your official *Address of Record* with the SVE HOA. You do not need to complete this form; that is, not unless you already have an Address of Record form on file --because your old status was Case B or C (described below).

Case B: If you own a home or condo in SVE but you do not live in that unit, then you must complete this *Address of Record* Form.

Case C: If you own a home or condo in SVE but are an "SVE Winter Resident", residing at another address away from SVE for a good part of the year, then *you must choose which of your addresses you wish to record* with SVE as your permanent *Address of Record*. Thereafter, all mail from the SVE HOA Office will go to your *Address of Record*, regardless of whether you are physically there or not.

Notes: 1) Use the US Postal Service or other mail forwarding services, friends, or neighbors to forward any and all mail between your residences so you receive your mail from your *Address of Record* in a timely manner. 2) **Winter residents:** You must not change this form each time you go from one residence to another, annually. Your address of record is not a mail-forwarding service. 3.) **Canadians:** US Postal Service forwards First Class envelope mail to Canada free of charge (contact the Office for details).

Any time your permanent status changes (Case A, B, or C) you must complete, sign, and submit a new form.

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I hereby declare I want all mail from the SVE HOA Office sent to the following address, which will hereafter be considered by SVE as my Address of Record. I understand that if I fail to keep this Address of Record current and my bills, Architectural Control Committee notifications, ballots, etc do not reach me I will still be liable for late charges and other costs, and may forfeit my votes if I cannot be located.

My **SVE Residence** Address: _____

Until further written and signed notice from me,

My Address of Record with SVE is: Address: _____

City: _____ State or Province: _____

Zip or Postal Code: _____

Phone at Address of Record: _____

Owner's Signature: _____ Date: _____

Owner's Printed Name: _____