

**OWNER REQUEST FORM**

Welcome to Vantage Community Management! Please complete and return this form to the address or fax at the bottom of this page. This will ensure that management has the correct information for contacting you regarding your property.

Community Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Homeowner's Name: \_\_\_\_\_ Co-owner's Name: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Tenant Telephone Number: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Manager Telephone Number: \_\_\_\_\_

*\*Please note that ALL documents (statements, notices, etc) will be sent directly to the OWNER. Duplicate notices will NOT be sent to the Property Manager. If owners prefer to have ALL documents (including statements) sent to the Property Manager, please indicate on the "Mailing Address" line.*

☐ Please change my mailing address to:\_\_\_\_\_  
Mailing Address\_\_\_\_\_  
City\_\_\_\_\_  
State\_\_\_\_\_  
Zip

Please indicate your contact numbers below, including which numbers should be utilized for Non-Emergency situations and Emergency situations (one or both may be selected for any telephone number provided). This contact information will be utilized by management to notify you of situations within your community.

**OWNER'S CONTACT INFORMATION:**Home phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ☐ Non-Emergency ☐ EmergencyCell phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ☐ Non-Emergency ☐ EmergencyWork phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ☐ Non-Emergency ☐ EmergencyOther phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ☐ Non-Emergency ☐ Emergency

Email address: \_\_\_\_\_

Owner's/Co-Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail to:**  
c/o Vantage Community Management  
8290 – 28<sup>th</sup> Ct NE, Ste C  
Lacey, WA 98516  
**Fax to:** (360) 455-8253  
**Email to:** [hoa@vantagecommunities.net](mailto:hoa@vantagecommunities.net)