



# OWNER / PROPERTY MANAGER REGISTRATION FORM

**RETURN FORM TO SDHOA:** [sdhoa@sdhoa.com](mailto:sdhoa@sdhoa.com)

5151 Murphy Canyon Rd #135 San Diego, CA 92123

**\*\*Complete this form within 10 days of making any changes to your contact information or title/ownership and/or tenancy.\*\***

**NAME OF HOA:** \_\_\_\_\_

**UNIT ADDRESS:** \_\_\_\_\_

**NAME OF OWNER(S):** \_\_\_\_\_

**OWNER(S) MAILING ADDRESS:** \_\_\_\_\_

(if different from above address)

**CELL PHONE:** \_\_\_\_\_

**ALTERNATE PHONE:** \_\_\_\_\_

**EMAIL ADDRESS(S):** \_\_\_\_\_

☐ **\*OWNER OPT-IN\* for EMAIL communication from SDHOA regarding all association business, communication, agendas & monthly statements.**

**\*\*SDHOA DOES NOT MAIL PAPER STATEMENTS\*\***

☐ **\*OWNER OPT-IN\* for TEXT communication from SDHOA for EMERGENCY notices only, Ex: water shut off notices, safety concerns, etc.**

**\*\* If you do not opt-in for email notifications, you will receive notices via mail to the mailing address listed above with the exception of monthly statements. Instead, you will receive a coupon book.**

**PLEASE CHECK ALL APPLICABLE, IF YOUR UNIT IS:**

☐ OWNER-OCCUPIED

☐ ROOMMATE

☐ LEASED/RENTED IN WHOLE

☐ 2<sup>ND</sup> HOME THAT IS NOT LEASED

☐ OCCUPIED BY A NON-OWNER RELATIVE

**EMERGENCY CONTACT:**

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PROPERTY MANAGER (third party management company):**

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**\*\*If rented, please provide a copy of your lease, your tenant's contact information and Property Manager contact information for use by the Association only in the event of emergency.\*\***

☐ **\*PM OPT-IN\* EMAIL communication from SDHOA regarding all association business, communication, agendas & monthly statements.**

☐ **\*PM OPT-IN\* TEXT communication from SDHOA for EMERGENCY notices only, Ex: water shut off notices, safety concerns, etc.**

**OTHER OCCUPANT/TENANT INFORMATION:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

☐ **\*TENANT OPT-IN\* for TEXT communication from SDHOA for EMERGENCY notices only, Ex: water shut off notices, safety concerns, etc.**

**VEHICLE(S):** 1. MAKE/MODEL \_\_\_\_\_ PLATE #: \_\_\_\_\_

2. MAKE/MODEL \_\_\_\_\_ PLATE #: \_\_\_\_\_

**PETS:** 1. BREED/TYPE \_\_\_\_\_ WEIGHT: \_\_\_\_\_

2. BREED/TYPE \_\_\_\_\_ WEIGHT: \_\_\_\_\_

**\*\*IMPORTANT\*\* CHECK BELOW INFORMATION TO:**

☐ **\*OPT-OUT\* of sharing your contact information on the homeowner roster (available to all residents of association pursuant to Civ. Code §5200, §5205, & §5220)**

I, the above-named homeowner/property manager, certify that all the above information is true to the best of my knowledge. I certify, I have received a copy of the Rules and Regulations for the above-named complex. I agree to comply with all Rules and Regulations of this complex and I understand I am responsible for my guests/tenants actions.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_