



THIRD PARTY DISCLOSURE AGREEMENT

This Agreement is made and entered into on [Date]_____ by and between:

Disclosing Party [Owner]:

[Owner Name] _____

[Owner Address] _____

[Owner Email] _____

[Owner Phone Number] _____

[Owner Driver's License #] _____

Third Party:

[Third Party Name] _____

[Third Party Address] _____

[Third Party Email] _____

[Third Party Phone Number] _____

Subject Property:

[Property Address] _____

1. Purpose

The purpose of this agreement is to authorize the disclosure of certain confidential account information to a Third Party for the purpose of [state purpose—e.g., account payment, service requests, maintenance coordination, etc.]

2. Confidential Information

The information that may be disclosed includes:

- Account details, including balances, charges, and transaction history.
 - Maintenance requests and records.
 - Property-related contracts or agreements.
 - Other sensitive personal, financial, or property-related information.
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3. Scope of Authority

The Third Party is authorized to:

- Request Owner's account information in writing.
- Make requests for maintenance services.
- Accept charges on behalf of the Owner.

4. Methods of Disclosure

Account information will only be disclosed via:

- Email to the address provided by the Third Party.
- USPS to the mailing address provided by the Third Party.

Telephone disclosure is not permitted under this agreement.

5. Verification Process

Before disclosing any information, the Owner will:

- Verify the identity of the Third Party.
- Provide Copy of Owner's Driver's License

6. Confidentiality

The Third Party agrees to:

- Keep all disclosed information confidential.
- Use the information solely for the purposes stated in this agreement – See Item #1.
- Implement reasonable security measures to protect the confidentiality of the disclosed information.

7. Term of Agreement

This agreement is valid from the date of signature and will remain in effect until written notice of cancellation is provided by the owner, or the owner no longer owns the property listed above.

8. Termination

Either party may terminate this agreement by providing written notice to the other party and to the Management office. Upon termination, the Third Party must return or destroy all confidential information.

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9. Indemnification

The Owner agrees to indemnify and hold the HOA, Management, and its Agents harmless from any damages, losses, or legal actions that may arise from the unauthorized disclosure of information by the Third Party.

10. Governing Law

This agreement will be governed by and construed in accordance with the laws of the State of Colorado.

Signatures

Owner:

Signature: _____

Name: _____

Date: _____

Third Party:

Signature: _____

Name: _____

Date: _____

Please return the completed form to:

Email: INFO@THE-CPMS.COM

MAIL: COLORADO PROPERTY MANAGEMENT
19751 E. MAINSTREET, SUITE 275
PARKER CO 80138