



The Colorado Property Management Specialists, Inc.

Request for Contact Information

Due to recent legislative action, your HOA requests an update of your contact information. It is the owner's responsibility to supply the current mailing address and telephone number(s) during the duration of ownership of your property. This information is confidential.

Homeowner Information

Full Name(s): _____ Date: _____

Property Address: _____

Mailing Address: _____
Street Address *Apartment/Unit #*

City *State* *Zip Code*

Phone: _____ Cell: _____

Email Address: _____

Occupant Information

Name(s): _____

Phone: _____

Email: _____

Communication Portal

The portal will enable you to view and update your contact information electronically.

How to Register:

- Visit **your community's website** and select "Resident Sign-In" and follow the on-screen instructions.
- Once registered, navigate to the **PROPERTY INFORMATION MENU** on the left side of the screen
- Update all necessary telephone, email and alternate mailing address fields.
- Make sure to click the blue **UPDATE** button for each updated section.

Signature(s): _____

Or return this form to the address or email below.