



The Colorado Property Management Specialists, Inc

DESIGNATED CONTACT FOR DELINQUENT ACCOUNT FORM

An Owner may designate another person to act as a contact on their behalf for matters related to delinquency. Both the Owner and the Designated Contact will receive the same correspondence and notices whenever communications are sent out. To designate a contact, please complete this form and return it to the Association via certified mail, with a return receipt requested. This process is required due to the additional costs imposed on the Association by having a designated contact.

Owner Information

- **Owner Name:** _____
- **Owner Property Address:** _____
- **Owner Mailing Address (if different):** _____
- **Owner Telephone Number:** _____
- **Owner Email Address:** _____

Designated Contact Information

- **Designated Contact Name:** _____
- **Designated Contact Mailing Address:** _____
- **Designated Contact Telephone Number:** _____
- **Designated Contact Email Address:** _____

By submitting this form, the Owner authorizes the above Designated Contact to receive delinquency-related communications on their behalf from the Association, its agents, and representatives.

This Designated Contact authorization will remain in effect from the date it is signed until the delinquency is fully cured or until the Owner provides written notice of withdrawal of the designated contact. The Association is not liable for any communication sent to the designated contact in the event that the Owner fails to provide notice of withdrawal in writing.

Date: _____

Owner Signature: _____