ANNUAL OWNER CONTACT & DELIVERY INFORMATION FORM

California Civil Code § 4041

Please complete and return this form annually. Civil Code § 4041 requires each member to provide the Association with certain contact, delivery, representative, and occupancy information each year. An email address is optional and is not required to be provided.

RETURN COMPLETED FORM TO: PCAM4041@protonmail.com | Premier Community Association Management, 72185 Painters Path, Suite B, Palm Desert, CA 92260

1. OWNER / PROPERTY INFORMATION

Association Name: _____

Property Address / Unit: _____

Owner Name(s): _____

Mailing Address (if different): _____

Primary Phone: _____

Alternate Phone: _____

2. PREFERRED DELIVERY METHOD FOR ASSOCIATION NOTICES

Select your preferred delivery method. You may select one or both:

☐ **Mailing Address:** _____

☐ **Email Address:** _____

3. ALTERNATE / SECONDARY DELIVERY METHOD

Provide an alternate or secondary delivery method. You may select one or both:

☐ **Mailing Address:** _____

☐ **Email Address:** _____

4. LEGAL REPRESENTATIVE / EXTENDED ABSENCE CONTACT, IF ANY

If applicable, provide the name and contact information for your legal representative, person holding power of attorney, or other person who may be contacted during an extended absence.

Name: _____

Relationship / Capacity: _____

Mailing Address: _____

Email Address (if available): _____

5. OCCUPANCY STATUS OF THE SEPARATE INTEREST

Check one: ☐ Owner-occupied ☐ Rented out ☐ Developed but vacant ☐ Undeveloped land

6. CHANGE TO PREFERRED DELIVERY METHOD

Use this section if you are changing your preferred delivery method from what the Association currently has on file.

☐ **Change preferred delivery to Mailing Address:** _____

☐ **Change preferred delivery to Email Address:** _____

7. OWNER CERTIFICATION

I certify that the information provided above is current and accurate to the best of my knowledge. I understand that if I do not provide the annual notice required by Civil Code § 4041, the last mailing address I provided in writing, or if none, the property address, will be used for delivery of notices.

Owner Signature: _____

Date: _____

Printed Name: _____

Unit / Property Address: _____

For Association use: Date received: _____ Entered/Updated by: _____