



ANNUAL OWNER INFORMATION UPDATE FORM

Dear Association Owner:

California Civil Code §4041 (effective January 1, 2017), requires every California community association to solicit its members to provide their contact information and property status on an annual basis. This information will be updated in the management contact system used for the mailing of pertinent notices that are required to be mailed, whether an owner has chosen to receive distributions via email or US Mail.

Please provide your updated information below, and return via email, fax or mail as you prefer. Owners who do not return an update form will continue to receive mailed distributions as necessary, to their address of record currently on file with Bentley.

I acknowledge that I understand and agree to _____ *(HOA Name)* via Bentley Community Management, Inc.'s electronic communication and document distribution to the email address listed below, and I authorize and consent for Bentley Community Management, Inc. to distribute such necessary communications and documents until I have withdrawn my consent in writing via email or US Postal Service, allowing at least 5 days processing time. _____ Yes _____ No

 Print Legal Owner Name(s)

 Legal Owner Signature(s)

 Owner's Email

 Onsite Address

 Owner's Phone #

 Mailing Address (if different than onsite)

 Legal Representative and Mailing Address (if applicable)

Emergency Contact and phone number (in case of extended absence): _____

My onsite address primary use: _____ Owner Occupancy _____ Rented or Leased _____ Vacant

Tenant Names: _____

Tenant Primary Phone #: _____ Tenant Email: _____

Vehicle Info: *(Make, Model, Color, Year, License Plate#)* _____

Vehicle Info: *(Make, Model, Color, Year, License Plate #)* _____

Please provide Pet Info: *(Type-[Number of Dogs/Cats], Breed, Weight)* _____

 Date